



## **PERSONNEL POLICY**

### **SUBJECT: PREPARATION OF ELECTION PAYROLLS AND PAYMENT TO ELECTION EMPLOYEES**

DATE: January 1, 2017

Number: 308-16

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#### **I. Statement of Policy**

It is the policy of Fulton County to compensate its election employees consistent with the Fair Labor Standards Act. This policy, and accompanying procedure, establishes the normal method by which election payrolls are prepared and whereby personnel who are employed for the purpose of conducting an election are paid for services rendered. This policy includes the conducting of municipal elections.

#### **II. Background and Applicability**

This policy applies to personnel who the County employs for purposes of conducting an election.

#### **III. Establishment and Implementation of Procedure**

The County Manager, in consultation with the Chief Human Resources Officer and the County Attorney, is authorized to establish and modify, as needed, a procedure for implementing this policy.

These policies do not create a contract of employment. Employment for non-classified employees remains "at will".



## PERSONNEL PROCEDURE

### SUBJECT: PREPARATION OF ELECTION PAYROLLS AND PAYMENT TO ELECTION EMPLOYEES

DATE: October 26, 2018

Number: 308-16

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#### I. Classification of Election Workers

These procedures apply to the following personnel who are employed for the purpose of conducting an election:

A. Election Workers: This group is composed of personnel who are employed prior to, during and after an election for the purpose of preparing and maintaining voting equipment and material. Upon completion of an election, these or similar employees are responsible for the efficient and orderly return of all election equipment and material to the Elections warehouse. Individuals working in this category are typically contract workers acquired through a temporary staffing agency.

B. Election Day Technicians (EDTs): This group is composed of personnel who provide technical support to the polls on an election day. Employees in this group are required to attend a training session for which they shall be paid as indicated in Section III, Item 2 below.

C. Headquarters Personnel:

- (1) Category A: This group is composed of County and Non-County employees who are responsible for such activities as counting absentee and defective ballots and staffing check-in centers, the information technology center and the information dissemination center, etc. These employees usually work only the day of the election and are paid as indicated in Section III, Item A below. Election Night Centers are as follows: (1) Information Technology Center (2) Duplication Center (3) Check-In Centers (4) Certification Center (5) Absentee Ballot Center (6) Write-In Center (7) Ballot Tabulation Center (8) Election Night Technicians.

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- (2) Category B: This group is composed of personnel permanently or temporarily assigned to the Departments of Registration and Elections, Real Estate and Asset Management, Information Technology, Finance and Police. They perform duties within the scope of their normal employment in their respective departments and are responsible for working in excess of their normal work week. Non-exempt employees will be compensated for all hours worked in excess of the applicable maximum hours as listed in the Overtime and Compensatory Time Policy and as otherwise required by applicable state and federal law, unless the employee receives compensatory time for overtime work as set forth in the Overtime and Compensatory Time Policy. At the sole discretion of Fulton County and upon approval from the County Manager, exempt employees may be offered straight-time compensatory time in addition to their regular salary for hours worked.

**II. Preparation of Compensation Schedules for Election Employees:** The County will use the following procedure in preparing compensation schedules:

- A. Within a reasonably acceptable period prior to an election, the Department of Information Technology will submit to the Department of Registration and Elections, a list of names and addresses of workers showing assignment, compensation and precinct.
- B. All changes in poll worker files will be maintained on an on-line terminal.
- C. The Elections Supervisor shall assign personnel at each check-in station with the responsibility of securing the signature of poll managers certifying that each person listed on the schedule, did, in fact, perform his assigned task.
- D. On the Monday after the election, the Elections Supervisor is responsible for submitting the non-County workers list to the Finance Department and the County workers list to the Department of Human Resources Management. Changes in personnel will be reflected on forms submitted by each manager.
- E. The Finance Department will prepare checks and mail them to non-County election workers not later than two weeks after the election. County workers' pay will be included with their regular paycheck.
- F. Since July 1, 1971, G-4 and W-4 forms have been required on all election personnel except those County employees on the payroll who already have these forms on file (for example, election workers who are County Police Officers).

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**III. Compensation for Poll Workers:** In compliance with the Fair Labor Standards Act, the following shall be the rate of pay for:

A. Poll Workers/EDTs

Title	Flat Rate	Hourly Rate (after 14 hours)	Overtime Rate (after 40 hours in a work week)
Chief Manager	\$250.00	\$17.85	\$26.78
Assistant Manager	\$200.00	\$14.29	\$21.44
Clerk	\$175.00	\$12.50	\$18.75
Dual Manager	\$275.00	\$19.64	\$29.46
EDTs	\$215.00	\$15.38	\$23.07
ENA	\$100.00		
ENT	\$200.00	\$15.00	\$22.50
Line Monitor	\$175.00	\$12.50	\$18.75

B. Poll Worker Training Classes

All workers will be required to complete an online training course and or attend in-person training classes to become certified. Poll Worker training classes will not exceed three (3) hours. The training fee for all Poll Workers is \$30.00.

**IV. Compensation for Election Workers:** In compliance with Fair Labor Standards Act, the following shall be the rate of pay for:

A. Personnel assigned as indicated:

Title	Flat Rate	Hourly Rate (after 8 hours)	Overtime Rate (after 40 hours in a work week)
Couriers	\$75.00	\$12.50	\$18.75
Sunday Workers	\$75.00	\$12.50	\$18.75
Election Utility Clerk	\$75.00	\$12.50	\$18.75

B. Headquarters Personnel Category A: assigned to Absentee Ballot Center, Write-in's, Certification, Duplication, Compilation, Hand Count, Vote Review Panel and the Department of Real Estate and Asset Management (D.R.E.A.M.) shall be paid:

Title	Flat Rate	Hourly Rate (after 8 hours)	Overtime Rate (after 40 hours in a work week)
Clerk	\$100.00	\$12.50	\$18.75
Assistant	\$120.00	\$15.00	\$22.50

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Supervisor			
Supervisor	\$130.00	\$16.25	\$24.38

C. Headquarters Personnel Category B: assigned to Check-in Centers, Fee Schedules, Information Dissemination, Records Reconciliation and Provisional Ballots shall be paid:

Title	Flat Rate	Hourly Rate (after 8 hours)	Overtime Rate (after 40 hours in a work week)
Clerk	\$80.00	\$10.00	\$15.00
Assistant Supervisor	\$90.00	\$11.25	\$16.88
Supervisor	\$100.00	\$12.50	\$18.75

D. Non-County Personnel assigned to Security shall be paid:

Title	Flat Rate	Hourly Rate (after 3 hours)	Overtime Rate (after 40 hours in a work week)
Officer	\$116.00	\$38.50	\$57.75
Sergeant	\$126.00	\$41.84	\$62.76
Lieutenant	\$136.00	\$45.17	\$67.76

E. County Personnel assigned to Registration and Elections, Police, Information Technology and D.R.E.A.M. shall be paid as follows: Fulton County employees assigned to perform duties that are within the normal scope of their employment and in excess of their normal workweek shall be paid the same hourly and compensated for based on their salary classification within their respective Departments.

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