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From the Chief Human Resources Officer, Department of Human Resources, requesting approval of policy for employees to work at Milwaukee County Municipal Polling Locations on primary and general elections days, by recommending adoption of the following:

A RESOLUTION

WHEREAS, all exempt and non-exempt employees may work as election officials or volunteers at Milwaukee County (the County) polling locations during primary and general elections, without loss of compensation and with supervisor approval; and

WHEREAS, employees time off to work or volunteer at County polling locations will be based on the employee’s Federal Fair Labor Standards Act (FLSA) as indicated below; and

WHEREAS, FLSA non-exempt employees:

- may work as an election official or volunteer if it is a day the employee normally has off and **may** collect the stipend.
- may work as an election official or volunteer if it is a day the employee normally works and use paid time off. The employee **may not** collect the stipend. The employee must obtain prior approval from supervisor on the *Absence Request Form* at least two weeks prior to an election. Upon approval, supervisor will enter appropriate payroll absence code on the employee time record.
- may work as an election official or volunteer and use accrued vacation time, personal time, or holiday time and collect the stipend. Employees will request use of this time off as they normally would.

; and

WHEREAS, FLSA exempt employees:

- may work as an election official or volunteer during regularly scheduled work hours and **may not** receive additional compensation or use paid time off. Exempt employees must enter the appropriate payroll absence code on the employee time record.

; and

WHEREAS, consistent with the County Employee Handbook, during even numbered years, the November Election Day is considered a minor holiday, and this policy does not apply. During this time, employees may take this day off with pay, **OR** work and receive a floating holiday for future use; and

46 WHEREAS, the Committee on Personnel, at its meeting of January 22, 2020,
47 recommended adoption of File No. 20-122 (vote 5-0); now, therefore,
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49 BE IT RESOLVED, the Milwaukee County Board of Supervisors hereby approves
50 this process for implementation by the Department of Human Resources, effective
51 February 1, 2020.

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srb
01/22/2020
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