

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:

AN ENGROSSED 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 **or volunteer** as an election official ~~or volunteer~~ if it is a day the employee normally has off and **may** collect the stipend **paid by the municipality.**
- may work as an election official or volunteer if it is a day the employee normally works and use **a new** paid time off **code (“Poll”) to work as a poll worker at a location within the County.** The employee ~~may not~~ collect the stipend **paid by the municipality.** The employee must obtain prior approval from supervisor on the *Absence Request Form* at least two weeks prior to an election. Upon approval, **the** supervisor will enter **the** appropriate payroll absence code **"Poll"** on the employee time record.
- may work as an election official or volunteer and use accrued vacation time, personal time, or holiday time and **may** collect the stipend **paid by the municipality.** Employees will request use of this time off as they normally would.

; and

WHEREAS, FLSA exempt employees:

- may work **or volunteer** as an election official ~~or volunteer~~ during regularly scheduled work hours and **use a new paid time off code (“Poll”) to work as a poll worker at a location within the County.** ~~The employee may not collect the stipend paid by the municipality not receive additional compensation or use paid time off. Exempt employees must enter the appropriate payroll absence code on the employee time record.~~
- **may work or volunteer as an election official and use accrued vacation time, personal time, or holiday time and may collect the stipend paid by the municipality. Employees will request use of this time off as they normally would.**

47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91

; 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

WHEREAS, the Committee on Personnel, at its meeting of January 22, 2020, recommended adoption of File No. 20-122 (vote 5-0); now, therefore,

BE IT RESOLVED, the Milwaukee County Board of Supervisors (County Board) hereby approves **the following this process for employees to serve as poll workers on any election day that is not already a minor holiday for employees** for implementation by the Department of Human Resources, **and Office of the Comptroller,** effective **pay period five beginning** February 4 9, 2020:-

FLSA Non-Exempt Employees:

- **may work or volunteer as an election official if it is a day the employee normally has off and may collect the stipend paid by the municipality.**
- **may work as an election official or volunteer if it is a day the employee normally works and use a new paid time off code (“Poll”) to work as a poll worker at a location within Milwaukee County (the County). The employee may collect the stipend paid by the municipality. The employee must obtain prior approval from supervisor on the *Absence Request Form* at least two weeks prior to an election. Upon approval, the supervisor will enter the appropriate payroll absence code “Poll” on the employee time record.**
- **may work as an election official or volunteer and use accrued vacation time, personal time, or holiday time and may collect the stipend paid by the municipality. Employees will request use of this time off as they normally would.**

FLSA Exempt Employees:

- **may work or volunteer as an election official during regularly scheduled work hours and use a new paid time off code (“Poll”) to work as a poll worker at a location within the County. The employee may collect the stipend paid by the municipality.**
- **may work or volunteer as an election official and use accrued vacation time, personal time, or holiday time and may collect the stipend paid by the municipality. Employees will request use of this time off as they normally would.**

; and

92 **BE IT FURTHER RESOLVED, the Director of Human Resources is**
93 **requested to provide an informational report to the County Board after the 2020**
94 **elections are completed, detailing the use of the program.**

95
96
97
98
99
100

kae
02/06/20
s:\county board files\county board 2020\engrossed resolutions & ordinances\february 6\20-122 engrossed county
board resolution.docx