



Clinton County

Clinton County Employee Poll Workers

PURPOSE

The purpose of this policy is to:

- Address poll worker needs within Clinton County
- Ensure that there are sufficient poll workers in Clinton County by allowing the Clinton County Auditor to request for Clinton County employees to help with an election as a precinct election official (poll worker).

SCOPE

This policy applies to any employee that is a registered voter within Clinton County that would like to help with polling station needs.

Whenever the provisions of this policy are in conflict with the code of Iowa or federal law, the provisions of the state or federal law will prevail.

GOALS

The goals of this policy are to provide direction on employee volunteers to help with polling station needs. The County Auditor of Clinton County will seek non-employee poll workers, but will have available to him Clinton County employees when not enough volunteers are available for the needs of the polling stations.

Administrative Provisions:

The Clinton County Auditor will seek non-employee poll workers to work poll stations first, but will also have a list of trained Clinton County employees who may fill in when there are emergent needs for poll workers.

The Clinton County Auditor will seek the permission of the Board of Supervisors ahead of time when there is a known or a potential of poll worker shortages. The County Auditor will provide the estimated number of staff needed as far ahead of time if known. The County Auditor may

have late notice needs as in the case of a poll worker becoming sick or “calling off” or other emergent needs, and may utilize Clinton County employees without notice to the board.

Any Clinton County employee who is a registered voter within Clinton County may volunteer to be part of the County Auditor’s poll worker list. The Clinton County employee will need to go through a training and have signed permission from their Department Head or Elected Official. (see Addendum 1) This will be required for each election. The training, if able to be hosted after work hours, will be on the employee’s free time. If the training is only hosted during work hours, the employee will need to get approval and schedule the time with their Department Head or Elected Official. Once successful completion of the poll worker training, the County Auditor will place the employee on the list of Clinton County employees that are able to work a polling station. The Clinton County employee may not take part in this if they have an employment contractual agreement that would be in contrary to what this policy sets forth. Clinton County will not partake in grievances to this program as it is strictly voluntary on the part of the employee to participate in becoming a Clinton County employee poll worker volunteer.

If the County Auditor declares (and informs the Board Chair) the need for Clinton County employee help at polling stations, the Clinton County employee may be paid for 8 (eight) hours of regular pay (not to be included in the calculations of overtime) in addition to the regular rate of pay for a precinct election official (poll worker) for the entirety of the polling day. Please note that polling stations are open for more than 8 (eight) hours. The Board of Supervisors has approved payment of 8 hours of regular pay to assure staff do not have to use their leave banks to help provide this vital function of democracy when an emergent need is identified.

The County Auditor may assign the Clinton County employee poll worker to any polling station in need of help. The Clinton County employee may turn in mileage reimbursement for the miles from their home or regular work location (whichever is less distance) to the polling station assigned to them by the County Auditor. The mileage reimbursement form will be completed and turned into the County Auditor’s office by the Clinton County employee poll worker.

The County Auditor will choose Clinton County employee poll workers in this order to best conserve the cost of this program.

1. Exempt employee
2. Hourly employee

In the case of Hourly employees, the County Auditor will do his/her best to choose Clinton County employees from each working department or office to not burden one office or department more heavily than another.

Department Heads and Elected officials may retract their permission if their department or office is experiencing staffing issues at the time of the election. They must inform the County

Auditor of their need to retract permission for staff to help with polling station within a week before the Election Day.

Adopted: September 28 2020

Addendum 1

I give permission for my Clinton County employee,
_____ (name print) to take part as a
Clinton County poll worker. I realize that this means I will let
them work a polling station for 8 hours of regular pay and the
employee will not be in my office/department for that day.

Department Head/Elected official signature

Date: _____

Employee signature

Date: _____

This is to be turned into the County Auditor's office. The County Auditor's office will provide a copy to HR for the employee's file.