



ADMINISTRATIVE BULLETIN NO. 25

Revised: March 29, 2022

SUBJECT: ELECTION VOLUNTEER PROGRAM FOR NONMANAGEMENT EMPLOYEES

All County nonmanagement employees, including part-time, temporary, and extra-help employees, are encouraged to volunteer as election workers for primary, general and special elections. (For program relating to management employees, see Administrative Bulletin No. 10.) County managers are encouraged to allow employees to work as volunteer election workers, subject to any outside funding restrictions.** County employees will receive their regular pay for their regularly scheduled hours of work, (overtime pay will not be paid pursuant to a FLSA exclusion), when working as a volunteer election worker. Employees not regularly scheduled to work the day of the election will receive eight hours of comp time earned. Employees will also receive a stipend based on their assignment at the then current approved rate. Volunteers are required to work from 6 am to 10 pm on election day, as well as to be available for two hours to set up the day before the election and to attend a three-hour training session.

County employees will not be required to take vacation or other leave or unpaid time to attend required election set up or training.

Volunteer election workers must fulfill their commitment once they have volunteered and been approved by the Elections Division. Please see Elections Code section 18700 regarding worker obligations once appointed.

Contact the Elections Division for information and to volunteer.

** Departments with employees whose salaries are fully funded by federal/state/grant program funds may need to review their program restrictions to determine whether it is allowable for those employees to participate in non-program activities.