

EMPLOYEE HANDBOOK

ELECTION POLL WORKER LEAVE

Board Policy:

DATE REVIEWED: 12/05/2024
DATE APPROVED: 12/05/2024
EFFECTIVE DATE: 01/01/2025
REPLACING POLICY EFFECTIVE: 08/27/2020

Columbus Metropolitan Library (CML) may allow employees time off with pay to serve as precinct election officials (PEO) on Election Day.

Administrative Procedure:

DATE REVIEWED: 12/05/2024
DATE APPROVED: 12/05/2024
EFFECTIVE DATE: 01/01/2025
REPLACING POLICY EFFECTIVE: 10/15/2022

- A. Any employee of CML may be eligible for Election Poll Worker Leave when serving as a PEO in their jurisdiction on Election Day. Eligible employees must:
 - 1. Currently be an active full or part-time employee of CML;
 - 2. Currently be a permanent resident of the State of Ohio;
 - 3. Currently be a registered voter in the State of Ohio within the county of their permanent residence;
 - 4. Attend any required PEO organizational or training meetings on their own time, and;
 - 5. Not be a candidate for any office on Election Day;

- B. "Election Day" may be defined as any day on which one of Ohio's three (3) types of elections may be held:
 - 1. General Election – held on the first Tuesday after the first Monday in November
 - 2. Primary Election – held on the first Tuesday after the first Monday in May of each year except the year in which a presidential primary election is held. Presidential primary elections are held on the third Tuesday after the first Monday in March during a presidential election year
 - 3. Special Election – special elections may be held on the first Tuesday after the first Monday in May, August or November or on any day authorized by a municipal or county charter to hold an election

- C. Election Poll Worker Leave must be approved thirty (30) days in advance of Election Day.
 - 1. An employee must submit a written request to their supervisor to not be scheduled on Election Day because they plan to serve as a PEO. Supervisors and managers will make every effort to accommodate schedules so that employees may serve as a PEO on Election Day.
 - 2. Once approved, an employee may apply to serve as a PEO in the county in which they reside.

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- D. An employee who has served as a PEO on Election Day, must provide their Certificate of Service which is provided on Election Day by the Voting Location Manager; letter from Board of Elections stating the date, time and place of assignment; or similar proof of service to their supervisor by email within the pay period.
- E. All employees will be permitted to keep any PEO payment received from the board of elections. Employees are responsible for their personal expenses such as travel, parking fees and meals while serving as a PEO on Election Day.
- F. Upon successful service as a PEO on Election Day, an employee must record each hour worked at the polling location, up to their regularly scheduled hours, on their timecard as, Election Poll Worker Leave.
 - 1. Each hour recorded as Election Poll Worker Leave will be paid out at the employee's current regular rate of pay.
 - 2. Election Poll Worker Leave pay is in addition to any amount that an employee may receive from the Board of Election for their service.
 - 3. No employee will receive overtime pay for Election Poll Worker Leave time type.

Related Policies/Forms:

- Employee Categories
- Inclement Weather and Unexpected Close Leave
- Overtime
- Paid Time Off
- Time Record