



PERSONNEL POLICY

SUBJECT: PREPARATION OF ELECTION PAYROLLS AND PAYMENT TO ELECTION EMPLOYEES

DATE: January 1, 2017

Number: 308-16

I. Statement of Policy

It is the policy of Fulton County to compensate its election employees consistent with the Fair Labor Standards Act. This policy, and accompanying procedure, establishes the normal method by which election payrolls are prepared and whereby personnel who are employed for the purpose of conducting an election are paid for services rendered. This policy includes the conducting of municipal elections.

II. Background and Applicability

This policy applies to personnel who the County employs for purposes of conducting an election.

III. Establishment and Implementation of Procedure

The County Manager, in consultation with the Chief Human Resources Officer and the County Attorney, is authorized to establish and modify, as needed, a procedure for implementing this policy.

These policies do not create a contract of employment. Employment for non-classified employees remains "at will".



PERSONNEL PROCEDURE

SUBJECT: PREPARATION OF ELECTION PAYROLLS AND PAYMENT TO ELECTION EMPLOYEES

DATE: August 11, 2022

Number: 308-16

I. Classification of Election Workers

These procedures apply to the following personnel who are employed for the purpose of conducting an election:

- A. Poll Workers: This group is composed of individuals directly hired and paid by Fulton County, including current employees on Election Poll Worker Leave pursuant to the Time Away from Work: Leaves Personnel Policy (337-16), who work an election. This group does not include independent contractors or those employed by temporary staffing agencies.
- B. Regular Personnel: This group is composed of employees of Fulton County Departments, including, but not limited to, Registration and Elections, Police, Information Technology, and D.R.E.A.M., that conduct or support elections. Employees in this group perform duties that are within the normal scope of their permanent County employment.

II. Compensation:

- A. Poll Workers will be paid a rate of pay based on job assignment and attendance at required training as published in a Poll Worker Pay Schedule approved by the Board of Registration and Elections. However, the rate of pay shall not be less than what is required by the Fair Labor Standards Act or O.C.G.A. § 21-2-98. Current employees who are Poll Workers will also receive paid Election Poll Worker Leave pursuant to the Time Away from Work: Leaves Personnel Policy (337-16). In order to process their compensation, Poll Workers should use the County's timekeeping system to record their work time.
- B. Regular Personnel shall be paid their normal rate of pay based on their classification within their respective Departments. Overtime hours shall be

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compensated pursuant to the Overtime and Compensatory Time Personnel Policy (108-16).

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