



ADMINISTRATIVE DIRECTIVE

TIME OFF FOR VOTING IN PRIMARY AND GENERAL ELECTIONS	NUMBER	PAGE
	2.01-7J	1 of 2
	EFFECTIVE DATE	
August 27, 2014		

I. PURPOSE

To state the policy regarding the city's responsibilities to permit an employee to exercise their right to vote in primary and general elections.

II. POLICY

As a public employer, the city not only encourages its employees to vote, but will, in the manner set forth below, allow employees sufficient time off to vote in primary and general elections.

- A. Employees entitled to vote in a primary or general election for state or city offices other than all mail elections, may be allowed time off for the purpose of voting on the day of the election. Time will be permitted only if there are less than three consecutive hours between the opening of the polls and the beginning of their regular working hours, or between the end of their regular working hours and the closing of the polls. In such event, employees will be allowed time off at the beginning or end of their regular working hours so that when added to the time difference between regular working hours and the opening or closing of the polls, a total of three consecutive hours will be provided.

EXAMPLES: (based on poll hours from 6:00 a.m. to 7:00 p.m.)

1. **Employee hours 8:00 a.m. to 5:00 p.m.:** Employee allowed up to one hour off from either 8:00 – 9:00 a.m. or 4:00 – 5:00 p.m.
 2. **Employee hours 7:30 a.m. to 4:30 p.m.:** Employee allowed 30 minutes off from 4:00 – 4:30 p.m.
 3. **Employee hours 7:00 a.m. – 4:00 p.m., or 6:00 a.m. – 3:00 p.m.:** No time off allowed, as employee has three hours after work in which to vote.
 4. **Employee hours 8:00 a.m. – 7:00 p.m. (possible 4/10 schedule):** Employee allowed one hour off from 8:00 a.m. to 9:00 a.m.
 5. **Employee hours 8:00 a.m. – 6:00 p.m. (possible 9-hour day schedule):** Employee allowed one hour off from 8:00 a.m. to 9:00 a.m.
- B. Any time off for voting must be requested by the employee prior to the day of the election and the supervisor may specify the hours during which the employee will be given time off.
- C. Employees should ensure that they are eligible to vote in an election before requesting time off.



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TIME OFF FOR VOTING IN PRIMARY AND GENERAL ELECTIONS	NUMBER	PAGE
	2.01-7J	2 of 2
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- D.** Time off to vote is not allowed for mail elections, bond, school board, special, or other elections unless specifically authorized for all employees by the City Manager.

Appendices None

References 2.01-7 Employee Leaves

Review Responsibility and Frequency The City Clerk will review this directive annually, based on date of publication.

Authorized



City Manager

9-15-14
Date

No changes. January 22, 2016.