



Cochise County Board of Supervisors

Public Programs...Personal Service
www.cochise.az.gov

Policy Title: Election Poll Workers

Policy Number: 2216

Effective: January 1, 2020

Supersedes: *HR Policy Manual*, February 1, 2007

Scope/Coverage: All Cochise County Employees

Policy Contact: Director of Human Resources, Director of Elections Department

I. Commitment and Approval

- A. Service as an election poll worker is a willing commitment by the employee and the department. Such service is encouraged to meet the ongoing need for election poll workers. Once the commitment is made, only emergency cancellations should preclude the employee from working as an election poll worker. Otherwise, election operations may be jeopardized.
- B. The election worker must be a qualified elector within the county.
- C. Professional or personal conflicts do not disqualify applicants for selection. However, disclosure of a conflict after an assignment which negatively impacts an election site may be cause for removal as a poll worker or reassignment to another poll location.
- D. The employee shall receive approval from the Department Director to be absent from regular duties based on office coverage, workload, etc.

II. Schedule and Compensation

- A. For mandatory election training and election day work, the employee shall be considered on an alternative duty assignment and receive the current rate of compensation from the department (Compensatory Time or Overtime may apply with department approval). Classified employees shall clock in and out for trainings and poll worker duties. Departments may provide mileage reimbursement, or use a County vehicle, if necessary. Employees shall not receive additional payment from the Elections Department.
- B. If an employee works at the polls on Election Day on a regularly scheduled day off or uses personal time off (PTO), the employee shall receive the poll worker payment and mileage, if applicable, from the Elections Department. An employee may choose to waive the poll worker stipend.