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TO: State Agency Human Resources Officers
FROM: Emily Rajakovich, State Human Resources Director
DATE: August 10, 2020 (**UPDATED August 12, 2020**)
SUBJECT: Guidance on Civic Duty Leave for Service as 2020 Election Poll Worker

The Governor's recent Executive Order 2020-50 regarding polling locations gives the State the opportunity to assist counties in providing state facilities for polling places, temporarily expands Civic Duty Leave to include serving as a poll worker and allows the state to help provide PPE to voting locations to ensure both voters and polling location staff are properly protected.

Poll workers are in high demand as election officials take additional action to ensure elections are carried out safely and securely.

In order to address this critical staffing issue, the Executive Order makes Civic Duty Leave available to employees of the State of Arizona who are interested in serving at voting locations during the 2020 elections, as long as they have written approval from their supervisor.

Agencies should decide and communicate to supervisors how the agency will handle employee requests so you can respond consistently and expeditiously.

For state employees interested in volunteering to serve as a poll worker in their county, they should request Civic Duty Leave from their supervisor following the agency's normal leave request and approval process. Civic Duty Leave pay will be at the same rate as the normal pay, and will not count against any other leave balances. An employee must request and receive pre-approval from his/her supervisor to take Civic Duty Leave. Once the leave is approved, the employee should complete the online poll worker form for the Arizona Secretary of State: www.azsos.gov/pollworker-signup. The county election officials will then follow up with necessary next steps.

Employee Safety

The State of Arizona is working closely with local election officials to ensure polling locations are safe for staff and voters, including securing appropriate personal protective equipment (PPE) for poll workers, implementing physical distancing and more.

Coding Time for Civic Duty Leave

For those who wish to take Civic Duty Leave, please be advised of the following:

- The employee must request and receive prior approval from his/her supervisor to take Civic Duty Leave.
- If the agency approves an employee's request for Civic Duty Leave, the employee may use **ETE Code 350 "Civic Duty Leave Taken"** to code his/her absence from regularly scheduled work hours to serve as a poll worker.
- Employees can only use Code 350 for their regularly assigned work hours (e.g., 8 a.m.-5 p.m.).
- The volunteer hours the employee spends as a poll worker on Civic Duty Leave do not factor into work hours for the purpose of calculating overtime.

The county will set the poll worker training schedule and time requirements for service. Serving as a poll worker may require time before or after Election Day to set-up or take down the voting facilities and/or equipment. Employees may utilize Civic Duty Leave for poll worker training.

Poll Worker Wages

The county running the election may pay a wage to poll workers for their service as a poll worker. ADOA will not require state employees to remit any county wages to the State that they earned for serving as a poll worker.

Expiration

The Executive Order covers the 2020 Election cycle. The use of Civic Duty Leave to serve as a poll worker will expire after November 4, 2020, per the Governor's Executive Order.

Applicability

This memo is applicable retroactively to any state employee who served as a poll worker in the August 4, 2020 Primary Election. It also applies to the November 3, 2020 General Election.

For general questions on serving as a poll worker in Arizona, please visit:

<https://azsos.gov/pollworker>

For human resources related questions on state employees serving as a poll worker, please email humanresources@azdoa.gov.

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