Manager Guidance for Election Day Public Service

Overview

Ohio State is permitting university employees to serve as poll workers during work hours on November 3, 2020. This public service opportunity is available to staff and faculty who meet the qualifications as outlined on the Ohio Secretary of State’s website, ohiosos.gov/elections/poll-workers. The employee will not be required to use vacation leave for election day service and will be paid a maximum of eight hours of regular pay at their regular rate.

Who is eligible

Part-time and full-time classified and unclassified employees and faculty can request time off from their supervisor to serve as a poll worker (also known as a precinct election official) during work hours with an Ohio county board of elections.

Expectations for managers

- Employees should discuss their request to serve as a poll worker with their immediate supervisor no later than October 20, 2020, or earlier as dictated by department deadlines.
- Supervisors are not obligated to grant an employee’s request to work as a poll worker. Each supervisor must make their own determination as to whether or not their unit/department can still work in an effective and efficient manner if the employee is approved to serve as a poll worker. Supervisors should work with their unit HR Business Partner and HR Consultant regarding operational needs and balancing the requests of the employees.
- The employee must provide their supervisor with documentation of the time they served as a poll worker.
- Exempt employees do not need to use a timekeeping system to record their time spent on election day as a poll worker.
- Non-exempt employees must account for their hours as regular hours worked. Non-exempt employees should note “poll worker election” on timesheet notes.
- In addition to encouraging employees’ service as poll workers, the university encourages all employees to exercise their right to vote. Managers need to be flexible in allowing employees, including student employees and graduate associates, the time and ability to vote.

Other Manager Considerations

Although the employee will not need to use vacation time to serve as a poll worker on Election Day, the employee will need to use vacation time for any required poll worker training if it occurs during the employee’s work hours. Additionally, working for a political campaign or political party on the day of an election does not qualify for poll worker paid leave, but employees may use vacation time for this work.

While the Paid Leave Programs Policy does not apply to student employees and graduate associates, they are encouraged to work with their supervisor to make arrangements for time off to serve as a poll worker if the unit/department’s operational needs allow the time off.