

Subject: ELECTION WORKERS

Date: June 15, 2016

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Replaces Policy Dated: January 23, 2008

PURPOSE: To establish the procedures to be used to identify employees who assist the Elections Department in the conduct of Federal, State, and local elections.

STATEMENT OF POLICY: It is the policy of Pinal County to openly recruit and select Poll Workers and Elections Troubleshooters from within the County employee population to assist in the conduct of Federal, State and local elections.

DEFINITIONS:

Election Day: For purposes of this Policy Election Day is defined as two (2) business days prior to and the day of Federal, State or local elections.

Poll Worker: Inspectors, Judges, Marshals and clerks as prescribed under A.R.S. § 16-531

Troubleshooter: Person assigned to a number of precincts within a particular geographic territory who monitors precincts throughout Election Day and responds to logistical and technical issues as needed.

Seniority: For purposes of this policy, seniority will be measured by the date each worker began working to support the Elections Department in the conduct of elections. If a worker relocates and wishes to continue supporting the Elections Department in a different electoral district, they shall be placed on the register for that district in the order of the date they originally began supporting the Elections Department, seniority will transfer with the employee.

Selection Process: The Elections Department will prepare an announcement which shall specify the official classification title, description of work to be performed or where this information may be obtained, the minimum qualifications and any special qualifications. The announcement shall specify that it is to establish a register of qualified and trained poll workers that will be called upon as necessary to assist in the conduct of Federal, State, and local elections throughout the County. Separate registers will be maintained for each electoral District of the County. Each register will be maintained in order of the workers seniority

When selecting qualified, trained poll workers from the register, each person will be contacted in order of seniority progressing down the list until all required positions have been filled. Once all positions have been filled no further calls will be made.

Absence from regular duties: County employees who perform services for the Elections Department within the classifications covered by this policy, and who have the approval of their Department Director to do so, are to be granted administrative leave with pay for the absence from their departments on any day during which they serve the Elections Department in their assigned capacities and any portion of the day during which they attend mandatory training classes.

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All staff supporting the Elections Department are expected to comply with Departmental requirements including attendance at applicable training sessions; the issuance, acceptance and return of County equipment necessary to perform their respective functions. They are responsible for the security of the equipment under their control and for maintaining contact with the Elections Department personnel as needed during their assignment.