

Organizational Policy

VOTING/ELECTION JUDGE/PUBLIC OFFICE LEAVE

Purpose

It is the intent of the City of Rochester to grant leave time to employees for the purpose of voting in certain elections, serving as an election judge, and/or attending meetings as required by holding a public office.

Nothing stated in this policy creates an employment contract between the City of Rochester and its employees.

Eligibility

For the purposes of voting leave or to serve as an election judge, all public employees are eligible for paid leave time under this policy. Employees who are not considered a public employee under Minnesota Statute, such as temporary and seasonal employees, or employees working less than 14 hours per week, are not eligible for paid leave time under this policy.

For the purposes of public office leave, all employees are eligible for leave time under this policy.

Guidelines

Voting leave:

- A. Employees may be absent from work for the time necessary to appear at the employee's polling place to vote in any election recognized by the Minnesota Secretary of State, cast a ballot, and return to work on the day of the election or during the time period allowed for voting in person before election day, without loss of pay due to their absence.

Serving as an Election Judge:

- A. Employees must give their supervisor at least a 20 day written notice of their intent to serve as an election judge. This written notice must include a certification from the appointing authority indicating the hourly compensation the employee will receive as an election judge and the hours during which the employee will serve in this capacity.
- B. With proper notice, as indicated above, employees will receive paid leave during time spent as an election judge; however, the employee's wages will be reduced by the amount the employee is paid for serving in an election judge capacity.
- C. The City will limit the number of employees allowed to be absent for the purpose of serving as an election judge to no more than 20 percent of the total workforce at any single worksite.

Public Office¹:

¹ Pursuant to the City of Rochester Charter, any person who is elected to a city office cannot serve in that office and be simultaneously employed by the city.

A. *Candidacy*

1. An employee shall be considered a candidate under this section of the policy upon filing for political office.
2. If a City employee seeks an elective office, the employee may, but is not required, to take a leave of absence.
3. The employee's department head and the City's Director of Human Resources may grant such leaves of absence for the duration or any part-of the candidacy for public office, provided the required job functions and tasks of the employee can be satisfactorily reassigned as determined by the department head.

B. *Meetings*

1. Employees who are elected to a public office are permitted time off from work to attend meetings required by reason of the public office.
2. Employees may elect to utilize accrued vacation and/or compensatory time for the period of their absence or may elect to take unpaid leave. If an employee elects to take time away from work unpaid, the City will make an effort to allow the employee to make up the missed work time during other hours when the employee is available.

Policy revisions approved by City Administrator:



Alison Zelms

11/9/2023

Date

Policy History

Current Revision: 10/27/2023

Previous Revision(s): 8/14/2014

Associated Form(s)

- NA

Legal/Statutory Authority

- Minnesota Statute 203B.081
- Minnesota Statute 204B.195
- Minnesota Statute 204C.04
- Minnesota Statute 211B.10
- City of Rochester Charter Section 3.026