

Delaware for Democracy

The Delaware County Board of Elections has developed a program to address this need, "Delaware for Democracy," and the Delaware County Commissioners have supported this voluntary, county-wide program, through resolution, as a way to have government, business, and community groups show their civic pride by promoting successful elections. This county-wide program will offer friendly competition, reward participation, and acknowledge supporters while making Delaware County elections the best run elections in the state.

Guidelines:

1. Election Official Leave applies only to full-time employees, classified or unclassified. Any employee who is on any type of paid or unpaid leave of absence is not eligible. Each employee will be considered working for the county in another location, but will be paid the same hourly rate as other Precinct Election Officials for the time worked prior and after their normal work day.
2. The following waiver statement must be signed by each precinct official:



I the undersigned understand that voluntarily working for the Delaware County Board of Elections on Election Day before and after my normal work routine is not considered overtime for my normal work routine. I will not be working in my normal role, but will be paid per hour by the Board of Elections for the time before and after my normal role with the County.

Signature

Date

Procedure:

Employees requesting election official leave and supervisors who receive the requests for leave must follow the procedures established:

1. A request for paid time off to serve as a Precinct Election Official on Election Day shall be submitted to the employee's immediate supervisor at least 14 calendar days prior to the date of the election or as soon as practical. To request the time off, the employee must complete the standard "Request for Leave" form and check the box for other, writing in Election Official on the form.
2. Upon receiving a properly completed "Request for Leave" form, the immediate supervisor shall note the date and time the request was received in the "Remarks" section. If the form is not completed properly, the supervisor shall notify the employee prior to marking the form for processing.
3. Requests for Election Official leave shall be subject to the operational needs of the employee's work unit and will be given the lowest priority as compared to other types of leave requests for the same date within the work unit.
4. The process will also be that for the first election after the program is implemented, the employee(s) with the most years of service shall be permitted to receive leave with pay. For subsequent elections, the employee(s) who have served as Precinct Election Officials in the immediate preceding election will move to the bottom of the eligibility list for Election Official leave in order of seniority.
5. The immediate supervisor can revoke the approval for the Election Official Leave if operational circumstances of the employee's work unit so necessitate. It is the employee's responsibility to notify the Board of Elections if the employee is no longer available to serve as an Election Official on Election Day.
6. On the workday following the election, the employee shall deliver a properly completed and signed Board of Elections form verifying their hours worked before, during and after their normal work day.
7. Any employee who fails to follow the procedures set forth in this work rule may be subject to disciplinary action, up to and including removal. The department/office will notify the Director of Administrative Services of any circumstances where fraud is suspected, so that improper payments can be recovered.

How do you get started?

To be a Precinct Election Official you must meet the following requirements:

- Be a registered voter in Delaware County
- Attend a training class (classes will be offered on nights and weekends and you will be reimbursed by the Board of Elections for attending training)
- Be available from 5:30 am until 8:30 pm on Election Day
- Have transportation to and from training class and the polling location
- Possibly accompany voting materials back to the Board of Elections on election night, for which you will be paid
- Have no prior felony convictions (unless the conviction has been reversed, expunged or pardoned)
- Arrange with your Elected Official or department head to represent your office in the "Delaware for Democracy" program, (see "Procedure" above)
- Fill out and return the Delaware County Election Official signup sheet
- Wait for the Board of Elections to assign you to a precinct and send additional information to your home (election worker assignment sheet / class schedule)
- Always remember you are representing Delaware County, your office and the Board of Elections
- Please wear proper dress for Election Day, i.e. nice pants or jeans, nice top and comfortable shoes. Keep in mind that heavy cologne/ perfume or smoke scent may be disagreeable to voters or other election officials

For additional questions, contact the Director of Administrative Services at (740) 833-2122 or the Board of Elections at (740) 833-2080.