

MEMORANDUM

DATE: February 1, 2002  
TO: PERSONNEL MANAGEMENT LIAISONS REFERENCE CODE: 2002-007

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Employee Relations Officers  
Personnel Officers

FROM: Department of Personnel Administration  
Policy Development Office

SUBJECT: Excluded Employee Paid Time-Off - Precinct Board Member,  
Election Day

CONTACT: Robert K. Clifford, Personnel Program Manager  
(916) 322-5714  
FAX: (916) 324-0524  
Email: RobertClifford@dpa.ca.gov

The purpose of this memorandum is to inform departments of the provisions of Government Code Section 19844.7 (Statutes of 2001).

This new law provides that a State employee who is appointed as a member of a Precinct Board, and takes time off from State employment to serve as a member of that Precinct Board on election day, shall receive his or her regular wage or salary for that election day without forfeiting any compensation received for service as a Precinct Board Member.

State employee, as defined in this law, does not include any officer or employee appointed or employed by the Legislature, or any officer, deputy, or employee selected or appointed by an elected State officer.

The eligibility of a State employee, to receive time off to serve as a Precinct Board Member, is subject to approval by the employee's manager or supervisor. Departments should encourage employees to request release time with sufficient notice to allow departments to ensure that adequate coverage can be maintained and that operational needs are met. Documentation of service as a Precinct Board Member on election day may be required, by the appointing authority, by asking the employee to provide written verification from the Registrar of Voters.

For employees excluded from bargaining, the Department of Personnel Administration (DPA) has adopted DPA Rule 599.930 (attached). By the effective date of the next General Election, it is the intent of DPA that agreement be reached with State exclusive representatives to provide this program to rank-and-file employees in the same manner as provided to excluded employees under DPA Rule 599.930.

Questions from individual employees regarding the provisions of this program should be directed to the employee's personnel/payroll office. If departments have questions or need assistance in program administration, they should contact Robert Clifford at DPA Policy Development Office.



Bob Painter, Chief  
Policy Development Office

Attachment

PROPOSED REGULATION

SEC. 599.930 TIME-OFF - PRECINCT ELECTION BOARD - EXCLUDED EMPLOYEE

- (a) An excluded employee who is appointed as a member of a Precinct Board, and takes time-off from State employment to serve as a member of that Precinct Board on election day, shall receive his or her regular wage or salary for that election day without forfeiting any compensation received for service as a Precinct Board Member.
- (b) Excluded employee is defined in section 599.615(b), except for the purposes of this section, excluded employee shall not include any officer or employee appointed or employed by the Legislature, or any officer, deputy, or employee selected or appointed by an elected State officer.
- (c) The eligibility of a State employee to receive time off to serve as a Precinct Board Member is subject to approval by the employee's manager or supervisor. Employees seeking Precinct Election Board release time shall provide sufficient notice to allow departments to ensure that adequate coverage can be maintained and that operational needs are met.
- (d) Verification of service as a Precinct Board Member on election day may be required by the appointing authority by requiring the employee to provide written verification of service from the Registrar of Voters, including the name of the employee serving and the date of the election.

NOTE: Authority cited: Section 3539.5, Government Code. Reference: Section 19844.7, Government Code.

