

FAQS – CITY EMPLOYEES SERVING AS MINNEAPOLIS ELECTION JUDGES

Compensation Issues:

Can I use accrued vacation, sick, compensatory time, or budgetary leave while serving as an election judge in Minneapolis?

No. Serving as an election judge is a unique statutory absence from work.

Can I use accrued vacation when I serve as an election judge outside of Minneapolis?

If the purpose of your absence from work is to serve as an EJ, you are required to complete and submit the 'Request for Time off from Work to Serve as an Election Judge' form. If your request is granted, you must inform your supervisor if you will use accrued vacation. Although MS 204B.195 allows it, the City will not reduce your vacation pay by the amount of the EJ pay that you receive from the city where you serve.

Will I get election judge pay if I am salaried employee and I serve beyond my "normal work schedule"?

Yes, salaried and hourly employees receive election pay for hours served beyond the normal work schedule.

Am I eligible for overtime?

No, time served as an election judge is not "hours worked". Time served as an election judge is "time off from work".

What if I don't want to be paid my City salary, but would rather receive election judge pay?

This is not an option.

Can I change my option from being paid to being an unpaid volunteer as an election judge, or visa-versa once I have submitted the signed form?

Yes, if you wish to change your option you must notify both your supervisor and the Election Division before Election Day and resubmit your assignment form along with signatures.

How do I enter my time in HRIS?

You will report your normal work schedule on your regular city employee timesheet using the "SEJ" TRC code along with your normal department coding. Any hours served beyond your normal work schedule will be reported under your election judge employee record by the elections staff, and will be paid in a separate check.

Supervisor Approval:

Can my employer deny my request to serve as an election judge?

Minnesota Statute 204B.195 states: "The written request to be absent from work must be accompanied by a certification from the appointing authority stating the hourly compensation to be paid the employee for service as an election judge and the hours during which the employee will serve. An employer may restrict the number of persons to be absent from work for the purpose of serving as an election judge to no more than 20 percent of the total work force at any single worksite."

Is there an exception to the 20 day notice?

In some instances there may be a need to invite additional employees to serve within the last few days before the election. The supervisor has the discretion to approve or deny a request made within the 20 days.

Scheduling and Work Placement Issues:

Can I work before or after my normal work schedule as an EJ and be paid accordingly?

Yes, though the minimum number of election judge hours is normally 8 hours, other scheduling requests may be granted based on the need as determined by the Election Division.

If I apply to serve as an election judge, will I automatically be assigned?

No. Assignments are made based on the number of openings within each precinct and the Election Division's needs.

Do I have options for when and where I serve?

Yes, if there are multiple openings in the City, you may express a preference for a place and time slot that works best for you.