

**Request for Time Off from Work to Serve as an Election Judge
Pursuant to Minn. Statute Sec. 204B.195
City Employees Serving as Election Judges**



INSTRUCTIONS: City employees who plan to serve as an election judge (EJ) in Minneapolis or another jurisdiction must complete this form. Enter the information requested and submit to your supervisor for review, approval, and signature. If you are serving in the City of Minneapolis, your supervisor retains a photo copy. Return the original form completed and signed no later than 20 days prior to the Election date, to: Elections & Voter Services; Minneapolis City Hall Rm 201 - Attn. Election Judge Coordinator, or email the office at ejcoordinator@minneapolismn.gov

“Normal work schedule” on this form means your City work schedule if you had not been absent to serve as an EJ. What is your normal work schedule? (Complete and circle all that apply)

_____ Days of the Week:
 AM/PM _____ to _____ Mon Tue Wed Thu Fri Sat Sun

The following options are available to City employees regardless of whether the employee serves as an EJ in Minneapolis or another jurisdiction. See examples at the bottom of the page.

Select One	If you choose this: Option	You receive this: City Compensation	And, you receive this: Election Judge Pay
<input type="checkbox"/>	OPTION 1 Serve 8 hours as an election judge	Receive regular city pay for length of normal work schedule	Receive no election judge pay
<input type="checkbox"/>	OPTION 2 Serve more than 8 hours as an election judge	Receive regular city pay for length of normal work schedule	Receive election judge pay for all hours worked as election judge that exceed normal work schedule

I commit to serving the following dates and hours on Election Day:

Primary Election Date: Tues. August 9 _____ AM/PM to _____ AM/PM

General Election Date: Tues. November 8 _____ AM/PM to _____ AM/PM

Election Jurisdiction (if other than Minneapolis):

**Employee must submit a certification of appointment from the jurisdiction where election judge service is performed.*

Employee Name (please print)

Employee Signature

Date

Employee Request Approved By:

Employee ID Number

Supervisor Name (please print)

Supervisor Signature

Date

Examples:

Option 1
A city employee earning \$20.00/hr serves 8 hours as election judge:

City Compensation	+	EJ Pay	=	Combined
\$20.00 x 8 Hrs = \$160.00		No EJ Pay		\$160.00

Option 2
A city employee earning \$20.00/hr serves 15 hours as election judge (7 hours beyond normal work schedule):

City Compensation	+	EJ Pay	=	Combined
\$20.00 x 8 Hrs = \$160.00		\$13.30 x 7 Hrs = \$93.10		\$253.10