

Implementing Order



Implementing Order No.: 4-76

Title: Election Board and Support Personnel Compensation Schedule

Ordered: 01/10/2008

Effective: 01/20/2008

AUTHORITY:

Section 1.01 of the Miami-Dade County Home Rule Amendment and Charter.

SUPERSEDES:

This Implementing Order supersedes Administrative Order 4-76, ordered September 8, 2005 and effective September 18, 2005.

POLICY:

The conduct of elections requires, in addition to the efforts of Elections Department employees, the supplemental services of non-County and other County personnel. The purpose of this Implementing Order is to formally establish the compensation schedule for members of the precinct election board and other support personnel.

The Implementing Order also provides the Supervisor of Elections limited authority, with the approval of the County Manager, to modify the compensation schedule for all categories of election support personnel, as necessary, including compensation for required training. Compensation rates may be increased or decreased by up to twenty percent of the rates established herein annually if at least one of these conditions is met: 1) The Elections Department experiences difficulty recruiting pollworkers and deems this difficulty to be related to compensation rates, or 2) The Elections Department makes substantial modifications to job duties. Any modifications to the compensation schedule must be made before employees begin working for a particular election cycle.

DEFINITIONS:

Pollworker: Clerk (including Clerk 1 and 2), Assistant Clerk, Inspector and Poll Deputy

Clerk 1: Clerk 1 is responsible for one precinct.

Clerk 2: Clerk 2 is responsible for two precincts (a "same board" precinct).

Inspector: Pollworker who checks in voters, activates voting equipment and/or demonstrates the use of voting equipment.

Poll Deputy: Person hired by the Supervisor of Elections to maintain order outside of the polling location.

Supervisor of Elections: Chief constitutional election officer in the County, who is legally responsible for the administration and operation of an election and compliance with all federal, state and local election laws, procedures and policies.

Election Specialist: Person assigned to support the Elections Department. This individual may be assigned to a polling place on Election Day and is responsible for activating, deactivating and troubleshooting the election equipment. The Election Specialist at a precinct is also responsible for accessing the County's voter registration rolls for the purpose of verifying voter eligibility. Alternatively, an Election Specialist may be assigned to the tasks of Day Election Support or Night Election Support, assisting with functions including, but not limited to, distribution, collection and help desk functions.

Administrative Troubleshooter: Person assigned to a number of precincts within a particular geographic territory who monitors precincts throughout Election Day and responds to address administrative and technical issues as needed. Only County employees are eligible for assignment to this position.

Stand-by: Additional pollworker who is hired and trained for the specific purpose of being available to work on an as-needed basis. When a stand-by is assigned, that individual receives the compensation for the assigned position.

Election Day: Includes the voting period of 7 a.m. to 7 p.m. (unless extended by the Governor of Florida), pre-opening setup procedures prior to 7 a.m. and post-election closing procedures subsequent to 7 p.m.

PROCEDURES:

Compensation

All personnel serving the Elections Department in the classifications covered by this Implementing Order are paid flat fees for their services, including pro-rated fees for Monday evening set-up, when applicable, and prorated fees for attending mandatory training classes, as detailed in the attached payment schedule.

Incentive Program

Pollworkers who participate in the annual Certification Program will be granted an additional flat rate of \$55.62 upon completion of the session and passing of the final exam.

Performance-based bonuses will be granted at a flat rate of \$25 for the Precinct Clerk and \$20 for all other pollworkers at those precincts who meet the established criteria for excellent customer service and adherence to procedural requirements.

>> Poll Worker Book Scholarship – (\$500 Book Scholarship for 10 High School Seniors and 10 College and/or University Students) – Awarded Annually <<

>> Refer a Poll Worker Program – (\$25 for Each Certified Poll Worker Referred to the Department and who has successfully worked one election) <<

Vehicle Use

All personnel appointed as Clerks, including County and non-County employees, receive mileage compensation in accordance with the County auto mileage reimbursement rate.

County personnel appointed as Administrative Troubleshooters are required to use County vehicles, with which they are provided.

Additional Responsibilities

All staff supporting the Elections Department are expected to comply with Department requirements including attendance at applicable training sessions; the issuance, acceptance and return of laptop computers, mobile phones, and other equipment necessary to perform their respective functions. They are responsible for the security of this and other equipment within their purview, and they are responsible for maintaining contact with (or, when applicable, reporting to) the Department's Election Central phone bank.

This Implementing Order is hereby submitted to the Board of County Commissioners of Miami-Dade County, Florida.

County Manager

Payment Schedule for Election-Related Duties

COUNTY EMPLOYEES – JOB BASIS

Position	Flat Fee (per Election Day – 14-hour rate)
ELECTION BOARD	
Clerk 2	\$185.40
Clerk 1	\$160.68
Assistant Clerk	\$123.60
Inspector	\$105.06
Deputy Sheriff (Poll Deputy)	\$105.06
Election Specialist (ES)	\$148.32
Data Transmission Specialist	\$148.32
Administrative Troubleshooter (ATS)	\$160.68

- Employees on Standby status will receive a flat fee of \$18.54.
- All classifications are paid a flat fee of \$40.00 for attending a mandatory training session.
- Employees involved in opening procedures on the Monday night prior to an election receive a pro-rated fee based on four hours of the applicable 14-hour daily rates listed above.
- These pro-rated Monday night fees are:
 - Clerk 2: \$52.97
 - Clerk 1: \$45.91
 - Assistant Clerk: \$35.31
 - Inspector: \$30.02
 - Deputy Sheriff (Poll Deputy): \$30.02
 - Election Specialist (ES): \$42.38
 - Data Transmission Specialist \$42.38
 - Administrative Troubleshooter (ATS): \$45.91
- County employees working at Early Voting sites receive the Election Day fee per day up to a maximum of \$ 360 per election cycle.
- Job basis employees involved in opening procedures on the Monday night prior to an election which occurs on a Holiday will receive holiday time to bank at a rate of hour per hour worked.

COUNTY EMPLOYEES – NON-JOB BASIS

Position	Flat Fee (per Election Day – 14-hour rate)
ELECTION BOARD	
Clerk 2	\$185.40
Clerk 1	\$160.68
Assistant Clerk	\$123.60
Inspector	\$105.06
Deputy Sheriff (Poll Deputy)	\$105.06
Election Specialist (ES)	\$148.32
Data Transmission Specialist	\$148.32
Administrative Troubleshooter (ATS)	\$160.68

- Employees on Stand-by status will receive a flat fee of \$18.54.
- All classifications are paid a flat fee of \$40.00 for attending a mandatory training session.
- Employees involved in opening procedures on the Monday night prior to an election receive a pro-rated fee based on four hours of the 14-hour daily rates listed above. These pro-rated Monday night fees are:
 - Clerk 2: \$52.97
 - Clerk 1: \$45.91
 - Assistant Clerk: \$35.31
 - Inspector: \$30.02
 - Deputy Sheriff (Poll Deputy): \$30.02
 - Election Specialist (ES): \$42.38
 - Data Transmission Specialist \$42.38
 - Administrative Troubleshooter (ATS): \$45.91
- County employees working at Early Voting sites receive the Election Day fee per day up to a maximum of \$360 per election cycle.
- In addition to any administrative leave (AD) from their regular assignments on days during which they support the Elections Department, non-job basis employees receive overtime based on their regular rate of compensation and in accordance with their collective bargaining agreements for each hour worked *in excess of* their regular work schedules.
- Non Job Basis employees involved in opening procedures on the Monday night prior to an election which occurs on a holiday will receive holiday time to bank at a rate of hour per hour worked.

NON-COUNTY EMPLOYEES

Position	Flat Fee (per Election Day – 14-hour rate)
ELECTION BOARD	
Clerk 2	\$185.40
Clerk 1	\$160.68
Assistant Clerk	\$123.60
Inspector	\$105.06
Deputy Sheriff (Poll Deputy)	\$105.06
Election Specialist (ES)	\$148.32
Data Transmission Specialist	\$148.32
Administrative Trouble Shooter (ATS)	\$160.68

- Employees on Stand-by will receive a flat fee of \$ 18.54.
- All classifications are paid a flat fee of \$40.00 for attending a mandatory training session.
- Individuals involved in opening procedures on the Monday night prior to an election receive a pro-rated fee based on four hours of the applicable 14-hour daily rates listed above. These pro-rated Monday night fees are:
 - Clerk 2: \$52.97
 - Clerk 1: \$45.91
 - Assistant Clerk: \$35.31
 - Inspector: \$30.02
 - Deputy Sheriff (Poll Deputy): \$ 30.02
 - Election Specialist (ES): \$ 42.38
 - Data Transmission Specialist \$42.38
 - Administrative Troubleshooter (ATS): \$ 45.91
- For non-County employees assigned to Early Voting sites, the daily flat fees apply for the duration of the Early Voting period.