OFFICIAL FILE COPY
CLERK OF THE BOARD
COUNTY COMMISSIONERS
MIAMI-DADE COUNTY, FLORIDA

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 9(A)(10)(A)
06-05-07

RESOLUTION NO. R-708-07

RESOLUTION RESCINDING ADMINISTRATIVE ORDER 4-76, ELECTION BOARD AND SUPPORT PERSONNEL COMPENSATION SCHEDULE, AND APPROVING IMPLEMENTING ORDER 4-76 TO CREATE A MORE EQUITABLE PAY SCALE AND PROVIDE FLEXIBILITY TO INCREASE OR DECREASE THE RATE OF PAY DEPENDING ON ECONOMIC FACTORS

WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board approves the rescinding of Administrative Order 4-76, Election Board and Support Personnel Compensation Schedule, and approves the Implementing Order in substantially the same form attached to the County Manager's memorandum and authorizes the County Manager to exercise any and all rights conferred therein.

The foregoing resolution was offered by Commissioner Sally A. Heyman, who moved its adoption. The motion was seconded by Commissioner Bruno A. Barreiro and upon being put to a vote, the vote was as follows:

Bruno A. Barreiro, Chairman aye
Barbara J. Jordan, Vice-Chairwoman aye

Jose "Pepe" Diaz	absent	Audrey M. Edmonson	aye
Carlos A. Gimenez	aye	Sally A. Heyman	aye
Joe A. Martinez	aye	Dennis C. Moss	aye
Dorrin D. Rolle	aye	Natacha Seijas	aye
Katy Sorenson	aye	Rebeca Sosa	aye
Sen. Javier D. Souto	absent		

MEMORANDUM
(Revised)

TO: Honorable Chairman Bruno A. Barreiro
and Members, Board of County Commissioners

DATE: June 5, 2007

FROM: Murray A. Greenberg
County Attorney

SUBJECT: Agenda Item No. 9(A)(10)(A)

Please note any items checked.

_____ **"4-Day Rule" ("3-Day Rule" for committees) applicable if raised**

_____ **6 weeks required between first reading and public hearing**

_____ **4 weeks notification to municipal officials required prior to public hearing**

_____ **Decreases revenues or increases expenditures without balancing budget**

_____ **Budget required**

_____ **Statement of fiscal impact required**

_____ **Bid waiver requiring County Manager's written recommendation**

_____ **Ordinance creating a new board requires detailed County Manager's report for public hearing**

_____ **Housekeeping item (no policy decision required)**

_____ **No committee review**

The Chairperson thereupon declared the resolution duly passed and adopted this 5th day of June, 2007. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: KAY SULLIVAN
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

Oren Rosenthal

Miami-Dade County
Elections Department
2007 Poll Worker Pay Survey

Positions	Florida Miami-Dade	Florida Broward	Florida Duval	Florida Palm Beach	Georgia Clayton	Georgia Fulton	Illinois Chicago	New York New York
Same Board Clerk	203.94	230.00	250.00	255.00-280.00	240.00	215.00	250.00	260.00
Clerk	179.22	230.00	250.00	235.00	240.00	190.00	250.00	260.00
Asst. Clerk	142.14	185.00	190.00	200.00	185.00	120.00	250.00	260.00
Inspector	123.60	185.00	170.00	160.00	130.00	100.00	250.00	260.00
Deputy	123.60	185.00	170.00	150.00	115.00	100.00	250.00	260.00
ES/DTS	166.86	210.00	170.00	195.00				
ATS	232.85	210.00	300.00	155.00		190.00		
Standby	18.54	210.00	170.00	35.00-60.00		100.00		25.00

Memorandum

MIAMI-DADE COUNTY

Date: June 5, 2007

Agenda Item No. 9(A)(10)(A)

To: Honorable Bruno Barreiro, Chairperson
and Members, Board of County Commissioners

From: George M. Burgess
County Manager

Subject: Resolution Rescinding Administrative Order 4-76, Election Board and Support Personnel Compensation Schedule, Replacing it with an Implementing Order

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Recommendation

It is recommended that the Board adopt the attached Resolution rescinding Administrative Order (A.O.) 4-76, Election Board and Support Personnel Compensation Schedule, replacing it with an Implementing Order (I.O.).

The replacement of the existing A.O. with the I.O. creates a more equitable pay scale for persons performing duties associated with elections in Miami-Dade County by providing flexibility to increase or decrease the rate of pay annually depending on individual performance and economic factors. This flexibility is critical as the Elections Department (the Department) is finding it increasingly difficult to recruit individuals who are able to keep up with the higher demands placed on today's pollworkers. The flexibility will also allow us to provide incentives to those pollworkers who perform exceptionally in their assigned duties on Election Day. The ability to properly compensate individuals will assist in recruiting personnel who possess higher technical skills than were previously necessary.

Scope

The scope of this I.O. is countywide in nature. The pollworkers who are affected by these changes assist during both countywide and municipal elections; and correlating compensation with performance will increase pollworker productivity and efficiency, thereby increasing voter confidence throughout the County.

Fiscal Impact

While this recommendation does not automatically increase pollworker pay, it gives limited authority to the Supervisor of Elections to increase or decrease compensation by 20% each year. This is similar to the limited authority provided in the existing AO 4-76 that allowed an increase in compensation on a one time basis. Any potential cost increases will be offset as described below.

Depending on individual performance and economic factors, the fiscal impact could result in one of three scenarios - an increase or decrease of 20%, or remain the same. A twenty percent pay increase represents approximately $16-40 per election, depending on position. In the case that a 20% increase is granted, combined with the Pollworker Certification Program and the Performance-Based Pay (addressed below), the fiscal impact will be an increase of approximately $200,000.

The County will not incur this amount in full. Costs will be offset in the following three ways:

- State grants, which are awarded on an annual basis, to pay pollworkers for elections that contain federal races.

- Compensation for pollworkers who are utilized during municipal elections is reimbursed in full by the municipality.

- Once pollworkers participate in the Certification Program and become annually certified, they will only be required to take an online training class prior to each election, therefore reducing the cost of renting training facilities.

Track Record/Monitor
The Supervisor of Elections will be responsible for monitoring the execution of this Implementing Order.

Background
Administrative Order 4-76, as adopted by the Board on September 8, 2005, gave limited authority to the Supervisor of Elections, with the approval of the County Manager, to increase compensation, by up to twenty percent, only if at least one of two 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.

Since the A.O. was adopted, the Department has experienced both of these conditions to the point that has severely impacted our ability to recruit and retain qualified pollworkers. The Department continues to experience difficulties in acquiring qualified staff who can keep up with perpetual changes in State laws and additional responsibilities associated with technology. To combat this, the Department has created a new in-depth training curriculum as well an incentive based program. Since the last A.O. was adopted, several events have transpired warranting the creation of a new I.O.:

- Recruiting and retaining capable pollworkers is becoming a serious challenge for the Department. Feedback from past and present pollworkers suggests this is primarily due to compensation. In addition, our research shows that Miami-Dade's pay scale is not comparable with those of Broward, Duval, Palm Beach, Clayton (GA), Fulton (GA), Chicago (IL), and New York (NY). See attachment. The ability to increase the pay annually, if market factors indicate such, will bring us in line with other counties.

- The responsibilities of the Election Board and other support staff are constantly increasing due to legislative and procedural changes. Thus, the Department requires that pollworkers have a greater ability to understand and implement election laws and keep up with changes in technology. It is the intent of the Department to compensate equitably in order to retain personnel with the necessary skill set.

- Inversely, the amendment grants the Supervisor of Elections the ability to decrease the rate of pay depending on performance and economic factors.

- The creation of the Pollworker Certification Program provides comprehensive, hands-on training of Election Day policies and procedures and demonstrates how these procedures impact the entire election process from supplies collection to tabulation; and ultimately the certification of the election. Pollworkers who participate in the annual Certification Program will be granted a flat rate of $55.62 upon completion of the session and passing of the final exam.

- The creation of the Performance-Based Pay provides an incentive to pollworkers to band as a team to deliver excellence at the polls. Each pollworker within select precincts will receive $20-$25, depending on position, for following all policies and procedures as outlined in our training manuals. This incentive prompts each pollworker to take particular interest in excelling as a team. This Performance-Based Pay will result in the auditing staff performing their duties more efficiently and will provide more timely reconciliation of election results.

Approving the dissolution of Administrative Order 4-76 and replacing it with an Implementing Order will create a more equitable pay scale and develop flexibility in compensation rates based on both performance and economic factors. In addition, it would further enhance the Department's efforts to recruit, train and retain capable poll workers in preparation for the 2008 Presidential Election by aligning Miami-Dade County's rates with the compensation schedules of other major counties.

Assistant County Manager

IMPLEMENTING ORDER

Implementing Order No.: [4-76]
Title: Election Board and Support Personnel Compensation Schedule
Ordered: 06/05/07 Effective: 06/15/07

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 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

8

established criteria for excellent customer service and adherence to procedural requirements.

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) Data Transmission Specialist	$148.32 $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 a 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) Data Transmission Specialist Administrative Trouble Shooter (ATS)	$148.32 $148.32 $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.

169462

MEMORANDUM

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A2's

RECEIVED
2007 APR 10 P 2:39

TO: Honorable Chairman Bruno A. Barreiro
and Members, Board of County Commissioners

DATE: April 10, 2007

FROM: Murray A. Greenberg
County Attorney

SUBJECT: Updated: Effect of the "Strong Mayor" Charter Amendment on Administrative Orders

In response to additional questions raised at the April 9, 2007, Committee of the Whole, the following is an updated version of my February 21, 2007 Memorandum to George Burgess previously provided to all Board members:

Section 5.02 of the charter governs administrative orders. In the past, administrative orders have served as a vehicle both to (1) set forth the organization and operating procedures of administrative departments and (2) implement specific policies as directed by ordinances passed by the Board of County Commissioners. The majority of previous administrative orders implements specific policies of the Commission rather than sets forth the organization and operating procedures of the County.

Under the charter, the Mayor is responsible for the management of all administrative departments and has the authority, among other things, to execute contracts and other agreements for the County; take personnel actions, including the organization of departments and the determination of salaries, promotions, and disciplinary actions; and establish procedures governing the operation of County administrative departments. Section 5.02 gives the Mayor the power to promulgate administrative orders relating to these responsibilities, and to report such administrative orders to the Board. No action is required by the Board.

Also under the charter, the Board has the power to adopt policies through legislation and may direct the Mayor or the County Manager to draft regulations to effectuate the policies. The Board may require that any such regulations be submitted to the Board for its amendment or approval. Upon submission, the Board may accept, amend, or reject the proposed regulation. For clarity, these regulations should be called "implementing orders," rather than "administrative orders."

Administrative orders setting forth the regulation and operating procedures of County departments under the authority of the Mayor should be maintained separately from implementing orders under the authority of the Board. Prior administrative orders that accomplished these dual purposes remain in effect until amended by the Mayor or the Board, as appropriate for the subject matter.

Please call me if you wish to discuss these matters further.

cc: Honorable Carlos Alvarez, Mayor
George Burgess, County Manager

COPY ALL: ACMs
ADS
Jenn-
let's
DISCUSS
on Monday
Staff

MEMORANDUM

RECEIVED
2007 FEB 21 P 4:03
COUNTY MANAGER

TO: George Burgess
County Manager

DATE: February 21, 2007

FROM: Murray A. Greenberg
County Attorney

SUBJECT: Effect of the "Strong Mayor" Charter Amendment on Administrative Orders

Section 5.02 of the charter governs administrative orders. In the past, administrative orders have served as a vehicle both to (1) set forth the organization and operating procedures of administrative departments and (2) implement specific policies as directed by ordinances passed by the Board of County Commissioners.

Under the charter, the Mayor is responsible for the management of all administrative departments and has the authority, among other things, to execute contracts and other agreements for the County; take personnel actions, including the organization of departments and the determination of salaries, promotions, and disciplinary actions; and establish procedures governing the operation of County administrative departments. Section 5.02 gives the Mayor the power to promulgate administrative orders relating to these responsibilities, and to report such administrative orders to the Board.

Also under the charter, the Board has the power to adopt policies through legislation and may direct the Mayor or the County Manager to draft regulations to effectuate the policies. The Board may require that any such regulations be submitted to the Board for its amendment or approval. For clarity, these regulations should be called "implementing orders," rather than "administrative orders."

Administrative orders setting forth the regulation and operating procedures of County departments under the authority of the Mayor should be maintained separately from implementing orders under the authority of the Board. Prior administrative orders that accomplished these dual purposes remain in effect until amended by the Mayor or the Board, as appropriate for the subject matter.

Please call me if you wish to discuss these matters further.

Cc: Mayor Carlos Alvarez
Chairman Bruno A. Barreiro
Board of County Commissioners

Administrative Order

MIAMI-DADE

Administrative Order No.: 4-76

Title: Election Board and Support Personnel Compensation Schedule

Ordered: 9/8/2005 **Effective:** 9/18/2005

AUTHORITY:

Section 4.02 of the Miami-Dade County Home Rule Amendment and Charter.

SUPERSEDES:

This Administrative Order supersedes previous Adrninistrative Order 4-76, ordered September 26, 2002 and effective October 6, 2002.

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 Administrative Order is to formally establish the compensation schedule for members of the precinct election board and other support personnel.

The Administrative 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 adjusted by up to twenty percent of the rates established herein 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 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 Administrative Order are paid flat fees for their services, including pro-rated fees for Monday evening set-up, when applicable, and a fee for attending mandatory training classes, as detailed in the attached payment schedule.

Absence from Regular Duties

County employees who perform services for the Elections Department within the classifications covered by this Administrative Order, and who have the approval of their immediate supervisors to do so, are to be granted administrative leave for the absence from their departments on any day during which they serve the Elections Department in their assigned capacities and any *portion* of a day during which they attend mandatory training classes.

Vehicle Use

All personnel appointed as Clerks, including County and non-County employees, receive mileage compensation in accordance with the State of Florida 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 Administrative Order is hereby submitted to the Board of County Commissioners of Miami-Dade County, Florida.

George M. Burgess
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	$154.50
Clerk 1	$133.90
Assistant Clerk	$103.00
Inspector	$87.55
Deputy Sheriff (Poll Deputy)	$87.55
Standby	$15.45
Election Specialist (ES)	$123.60
Administrative Troubleshooter (ATS)	$133.90

- Employees involved in opening procedures on the Monday night prior to an election receive a pro-rated fee based on four hours of a the 14-hour daily rates listed above. These pro-rated Monday night fees are:
    - Clerk 2: $44.14
    - Clerk 1: $38.26
    - Assistant Clerk: $29.43
    - Inspector: $25.01
    - Deputy Sheriff (Poll Deputy): $25.01
    - Election Specialist (ES): $35.31
    - Administrative Troubleshooter (ATS): $38.26

- Employees in all classifications listed above are paid an additional flat fee of $15.45 for attending a mandatory training session.

- County employees working at Early Voting sites receive the Election Day fee per day up to a maximum of $300 per election cycle.

- Job basis employees are excused from their regular County assignments for any day during which they provide services to the Elections Department and for *portions* of any day during which they attend mandatory training sessions.

- In addition to being placed on administrative leave (AD) at their regular assignments on days during which they support the Elections Department, job basis employees receive additional AD on a one-for-two basis – one hour of AD for every for every two hours worked *in excess of* their regular work schedules (i.e., a job basis employee working ten hours on a weekday at an Early Voting site would typically receive one hour of additional administrative leave for that day in compensation for the two hours worked in addition to the

regular eight-hour workday.) This only applies to the total hours worked on one day in addition to the usual total number of hours worked on that day – that is, job basis employees do not receive additional AD for Monday (Election Eve) duties of less than eight hours.

COUNTY EMPLOYEES – NON-JOB BASIS

Position	**Flat Fee (per Election Day – 14-hour rate)**
ELECTION BOARD	
Clerk 2	$154.50
Clerk 1	$133.90
Assistant Clerk	$103.00
Inspector	$87.55
Deputy Sheriff (Poll Deputy)	$87.55
Standby	$15.45
Election Specialist (ES)	$123.60
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    - Inspector: $25.01
    - Deputy Sheriff (Poll Deputy): $25.01
    - Election Specialist (ES): $35.31
    - Administrative Troubleshooter (ATS): $38.26

- Employees in all classifications listed above are paid an additional flat fee of $15.45 for attending a mandatory training session.

- County employees working at Early Voting sites receive the Election Day fee per day up to a maximum of $300 per election cycle.

- Non-job basis employees are excused from their regular County assignments for any day during which they provide services to the Elections Department and for *portions* of any day during which they attend mandatory training sessions.

- In addition to being placed on administrative leave (AD) at 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-COUNTY EMPLOYEES

Position	**Flat Fee (per Election Day – 14-hour rate)**
ELECTION BOARD	
Clerk 2	$154.50
Clerk 1	$133.90
Assistant Clerk	$103.00
Inspector	$87.55
Deputy Sheriff (Poll Deputy)	$87.55
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    - Election Specialist (ES): $35.31
    - Administrative Troubleshooter (ATS): $38.26

- Pollworkers in all classifications listed above are paid an additional flat fee of $15.45 for attending a mandatory training session.

- For non-County employees assigned to Early Voting sites, the daily flat fees apply for the duration of the Early Voting period.