

Memorandum



Date: September 9, 2011
To: Department Directors
From: Carlos A. Gimenez
Mayor 
Subject: Staff Support for the Upcoming November Municipal Elections

Four of the County's largest municipalities will hold elections this coming November, and the Elections Department is in need of your support. The assistance of County employees has been, and continues to be, an essential component in the success of our elections. There are employees in your department that have been identified to work the elections on November 1st and 15th for the cities of Miami, Miami Beach, Hialeah and Homestead. These employees were selected because they have prior elections experience and serve critical functions in every polling place and collection center.

A list of those employees who are experienced in the election process is attached and segregated by department. The Elections Department is in need of all employees listed. Any exceptions must be approved by the Elections Department.

These employees are needed as follows:

- Mandatory training for four hours before the election
- The Monday prior to Election Day - all County employees report to their regular job sites in the morning and leave at 1:00 p.m. for their election duties
- Election Day polling place assignment

Employees are expected to report to their election-related duties in a timely manner. Therefore, please excuse them from their usual job assignments on the days they are scheduled to work and permit ample traveling time. For the above-mentioned activities, and in accordance with Implementing Order 4-76, I am requesting that you grant administrative time (AD) in lieu of employees using their own leave time as follows:

- Four (4) hours either on the day of their training
- Four (4) hours for the Monday prior to Election Day
- Entire day on Election Day

I understand the impact this may have on your department during these challenging times; however your cooperation is something that benefits all Miami-Dade residents. Successful elections build public trust in County government. To that end, please provide the Elections Department your full support and allow them to utilize your staff as needed. The Supervisor of Elections has assured me that he will strive to minimize the impact on your operation while meeting elections needs.

Your continued support is essential. Please confirm your employees' availability and direct any questions or concerns to the Elections Department at 305-499-8323.

c: Deputy Mayors
Lester Sola, Supervisor of Elections