

**COUNTY OF RIVERSIDE, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

| <b><u>Subject:</u></b>                              | <b><u>Policy</u></b> | <b><u>Page</u></b> |
|---|----------------------|--------------------|
| <b>USE OF COUNTY EMPLOYEES AS ELECTION OFFICERS</b> | <b>C-29</b>          | <b>1 of 1</b>      |

**Policy:**

The Board of Supervisors recognizes that the foundation of democracy is dependent upon ensuring the integrity and accuracy of the electoral process through the volunteer services of knowledgeable, capable individuals who staff hundreds of voting locations throughout Riverside County on election day and during the early voting period. County employees are a natural resource to serve in this capacity through their public service experience and ability to effectively communicate state laws and regulations to the public. For these reasons, the Board of Supervisors encourages county employees to serve in this important role as an “alternate duty assignment” on election day and during the early voting period, and for county management to make this accommodation, to the extent possible, as a priority commitment.

**PROCEDURE:**

1. County employees who desire to volunteer their service as election officers will apply through the Riverside County Registrar of Voters and coordinate their intent to serve through their respective agency/department head or designee.
2. County employees will not use their accumulated leave balances, but will be paid their normal salary/benefits as if they were reporting for a regular workday. Such duty will be alternately served in the elections process. In addition, the county employee will receive the same stipend as other community volunteer election officers in lieu of any overtime for hours worked.
3. Any additional equipment or supplies necessary to carry out their election officer duties will be provided by the Registrar of Voters.
4. State law requires that election officers attend a training session prior to each election. This approximate 2-3 hour training will be conducted by the Registrar of Voters and scheduled at a time which will not impact the employee’s regular work assignments.
5. The Registrar of Voters will keep affected agency/department heads informed of employees who volunteer for service on Election Day or during the early voting period in terms of their attendance.
6. County employees will receive their Election stipend at the same time as it is processed for other community volunteers (generally within 6 weeks after Election Day).

**Reference:**

- Minute Order 3.37 of 01/15/02
- Minute Order 3.3 of 04/10/07
- Minute Order 3.15 of 10/27/20