

From: [Lori Fiscus \(COC\)](#)
To: [COC All Supervisors](#)
Subject: Elections and Civic Duty Pay
Date: Friday, February 7, 2020 8:23:26 AM
Attachments: [image001.png](#)

Hello All,

I want to clarify details related to Civic Duty Pay (CDP).

- Employees will still need Supervisory approval if the time they volunteer is during normal hours of operations.
- Civic Duty Pay will ONLY apply to hours where the employee would have traditionally been scheduled to work. This time should be coded as CDP.
- All Civic Duty will be paid at their regular hourly rate.
- Any additional volunteer hours, outside the employee's traditional work schedule, will be paid by the elections department.
- Any overtime MUST be approved in advance by the appropriate DD.

Additionally, to ensure a smooth payroll please let HR know the names of those that have requested time to volunteer for elections.

For example:

1. Betty is scheduled to work 4 /10's with every Monday off. If she helps the elections department on Monday (her normal day off) she will NOT receive CDP. However, if she volunteers on Tuesday (her normal scheduled day to work), she will be eligible to receive CDP on Tuesday. Assuming she volunteered the full 10 hour day, she can receive CDP for all 10 hours. However, if she only volunteers 8 hours, then only 8 will be CDP and the remaining two hours can be vacation (or she can make-up the time during the week).
2. Ron works from 7am – 4pm with a 1 hour lunch. He can receive CDP for elections volunteer hours that occur during his work schedule, 7am – 4pm.

Please let me know if you have any additional questions regarding this process.

Thank you,

LF

Best regards,

LF

Lori Fiscus

Clerk of Court Administrator



Clerk of the Superior Court

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