



ELECTION JUDGE PAYMENT AGREEMENT

The City of Missoula supports City employees volunteering as Election Judges or any other voluntary position associated with Missoula County elections. To encourage participation in the election process, the City sets forth the following payment agreement for employees choosing to volunteer.

Prior to signing this agreement, please refer to the County Election Office website, www.MissoulaElectionJudge.com, for specific requirements of Election Judges, Poll Book Judges and Polling Place Managers.

A City of Missoula employee volunteering to assist in the election process must first obtain approval from his/her Department/Division Head. In addition, the employee must agree to adhere to the following requirements:

Election Judge Job Description:

Am I Qualified?

If you are 18 years or older and registered to vote in Missoula County, you are qualified.

Election judges are required to make a two-year commitment and attend biennial training; enthusiasm for democracy is a must!

What is my job?

Election judges are champions of the election process; playing a crucial role to ensure the strength and integrity of the voting process, while upholding election law. Judges confirm every person is qualified and permitted to vote. Election judges are compensated for their time both on Election Day and for training.

Requirements of an Election Judge:

- Be registered to vote in the county they are working
- Setup the polling place
- Provide excellent customer service
- Operate voting equipment
- Ensure all qualified voters are permitted to vote
- Distribute ballots to voters
- Assist all voters
- Close the polling place following voting
- Attend annual training

Various Positions that Apply to Election Day:

- Election Judges
- Poll Book Judges
- Polling Place Managers
- Parking Attendants
- Elections Center Judges (Fairgrounds)
- Drive thru Election Judges
- Delivery Personnel
- Counting Center Election Judges (Fairgrounds)
- Ballot Judges
- M100 Scanner Judges
- Post-Election Audit Judges
- Recount Judges
- Absentee Team Judges
- Provisional Judges

The City of Missoula agrees to pay each employee at his or her regular rate of pay for required election judge training, in addition to the hours worked as an Election Judge, during an election. Time worked during an election, including training time, will not be considered hours worked for the calculation of overtime pay and/or the accrual of compensatory time. Employees volunteering to work on a day that is considered a holiday will also accrue up to eight (8) hours of holiday time.

I, _____, want to volunteer for election service and agree to the above terms.
(please print name)

Employee Signature _____

Date _____

_____ Approved _____ Denied Reason: _____

Department/Head Signature _____

Date _____