

Election Judge Guidelines

- If an employee works on the Election Day Holiday the individual should bank the 8 hours of Holiday (Holiday Comp) (bank at 1 to 1) or unless a union contract specifies Holiday pay of 10 hours.
- If an employee worked 14.5 hours on election day then we would use 8 Elect hours in ADP (Regular # of hours...depending on regular schedule) to fulfill the day/week and the remaining 6.5 hours would be banked at 1 to 1. (Comp E Reg)
- If an employee works as an election judge less than 8 hours and are short for the week, the employee needs to use their own leave to make up for the difference. The employee only receives pay for the time they work—either at the election or here at the City Hall.
- The City of Missoula agrees to pay each employee at his or her regular rate of pay for up to three (3) hours for basic 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.