



BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Department Name:** Human Resources  
**Department No.:** 064  
**For Agenda Of:** February 4, 2020  
**Placement:** Administrative  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors  
**FROM:** Department Maria Elena De Guevara, Human Resources Director, 568-  
Director(s) 2804  
Contact Info: Robert Clark, Employee Relations Manager, 568-2829  
**SUBJECT:** Resolution providing for compensation of County employees who serve  
as election workers.

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**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Other Concurrence:**

As to form: N/A

**Recommended Actions:**

That the Board of Supervisors:

- a) Adopt the Resolution which provides for compensation of County employees who serve as poll workers in County elections (Attachment A)
- b) Determine pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15378(b)(4) that the above action is a government fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment, and therefore is not a project subject to environmental review.

**Summary Text:**

Election staff is reporting that it has become increasingly difficult over time to find an adequate number of poll workers for County elections. Currently the County requires that employees who take time off to serve as poll workers on election days must use a vacation day. Under State law, State employees who serve as poll workers on an election day receive their regular pay for that Election Day if the election falls on a work day without having to forfeit the stipend they receive for the poll work. A number of counties have provided a similar benefit to their employees. The proposed resolution would authorize the same arrangement for permanent County of Santa Barbara Employees who serve as poll workers and election day staff for Santa Barbara County elections.

Three categories of workers are needed to help with the election:

- Precinct Poll Workers
- Supplemental staff to help with same-day registration
- Supplemental staff before and after election day

#### Precinct Poll Workers

Ideally the Elections Division would like to have a minimum of 75 County Employee precinct poll workers. They tend to be used for the higher level poll positions (Polling Place Coordinator, Inspector and Supervisor) based upon their qualifications. Poll workers are on duty from 6:00 am to approximately 9:00 pm on Election Day. They also must attend a poll worker training class prior to the election. Their stipend for serving as a poll worker ranges from \$180 to \$310 depending upon their position during the election. They will not receive overtime, but they also will not be required to forfeit the stipend. Employees can work at more than one County election per year. Eligibility is contingent upon approval by the employees' supervisor or manager, and being accepted as a poll worker by the County. There were 67 County Employee poll workers in the November 2018 General Election, and 69 County Employee poll workers in the June 2018 Primary Election.

#### Staffing for Same-Day Registration

Starting in 2017 voters were permitted to register on election day at the County Elections Office. The County has experienced long lines and staffing shortages to support the influx of voters that waited until election day to register. The Elections Division has tried to hire temporary staffing to provide 26 workers in both election offices, but the employment agencies are having difficulty filling this need. The polls are open from 7:00 am to 8:00 pm and the County is required to register anyone who is in line when the polls close. Workers who assist with same-day registration are considered to be poll workers. They will be required to attend training prior to the election. The proposed resolution provides compensation to these employees on election day as well. As with other poll workers they will retain their stipend and will not be paid overtime.

#### Supplemental Staff Before and After Election Day

There is a more limited need for assistance on the days preceding and following the election. We will encourage departments to loan employees to the Election Division in the spirit of "One County One Future". Employees who are temporarily assigned to the Elections Division will receive their normal pay during the assignment. There is no Civil Service Rule or policy which governs interdepartmental assignments, but it has been done on an informal basis occasionally in the past when all parties agree to do so.

#### Training

Poll worker training is provided a various times and locations starting in mid-February and continuing through the day before an election. Departments can allow County poll workers to attend training during normal work hours, or they can attend on their own time in the evening or on the weekend.

We have advised the recognized employee organizations of the proposed change and solicited their input and no objections were raised.

**Fiscal and Facilities Impacts:**

If 75 County employees serve as poll workers under this policy, it is estimated that the fully loaded cost of time allocated for this purpose would be approximately \$37,000. There will be no General Fund backfill or allocation for this program. Departments will be advised to check with their funding agencies if there is a question about whether special revenue funded positions can participate.

**Budgeted:** Yes

**Fiscal Analysis:** N/A

**Key Contract Risks:** N/A

**Staffing Impacts:**

**Legal Positions:**  
N/A

**FTEs:**  
N/A

**Special Instructions:**

**Attachments:**

Attachment A: Proposed Resolution Providing for Compensation to County Employees Who Serve As Poll Workers.

**Authored by:** Robert Clark, Employee Relations Manager

**cc:** Mona Miyasato, County Executive Officer  
Michael C. Ghizzoni, County Counsel  
Betsy Schaffer, Auditor-Controller  
Joseph E. Holland, Clerk, Recorder, Assessor and Registrar of Voters  
Renee Bischof, Chief Deputy Registrar of Voters