

I. PURPOSE

The purpose of the voting policy is to define the responsibilities of the City and the employee with regards to voting.

II. POLICY

The City encourages employees to exercise their civic prerogative by voting in all federal, state, local, school district and special district elections. The City will provide employees, who are unable to vote on their normal time off due to scheduling, an opportunity to leave the work site to vote.

III. PROCEDURE

An employee who is unable to vote on his/her scheduled time off shall give his/her supervisor reasonable advance notice of the need to take time off work to vote.

The supervisor shall provide the opportunity for the employee to leave the work site to vote during the employee's scheduled work time.

This time will be paid by the City, however, will not exceed one hour.