

Timekeeping Guidance for Montgomery County Employees Serving as Volunteer Election Judges.



Under the direction of the CAO, Montgomery County Government merit employees who serve as an election judge in the Employee Volunteer Election Worker Program qualify for up to eight (8) hours of administrative leave. Additionally, they are eligible to receive a service stipend upon completing all required training and serving on Election Day.

Eligibility and Participation

Who Can Participate?

- Merit full-time and part-time merit Montgomery County employees who are registered voters within the state of Maryland.
- Visit the [Election Judge - Program Overview](#) for detailed information on qualifications and program specifics.

Administrative Leave and Service Eligibility

- **Administrative Leave:** Eligible employees receive up to eight (8) hours of administrative leave if Election Day is their regularly scheduled workday.
- **Supervisor Approval:** Prior approval from your supervisor is required for each election.
- **Service Stipend:** Employees will receive the service stipend regardless of whether they use personal leave (Annual, Compensatory, or PTO) or administrative leave.

Election Dates & Poll Hours

- **General Election:** November 5, 2024
- **Poll Hours:** 7:00 a.m. – 8:00 p.m.



For further information, contact the Election Worker Recruitment Office:

- **Phone:** 240-777-8533
- **Email:** Election.Judge@montgomerycountymd.gov

Timekeeping Guidance for Montgomery County Employees Serving as Volunteer Election Judges.



Training & Early Voting

Training

- **Administrative Leave:** Employees are not eligible to use administrative leave while serving as an Election Judge in the election worker program training.
- **Personal Leave:** Employees must use personal leave if they serve as an election judge in the election worker program training during regular work hours (with supervisor approval) or serve in training outside of work hours.

Early Voting Participation

- **Administrative Leave:** Employees are not eligible to use administrative leave if serving as an election judge in the election worker program during early voting.
- **Personal Leave:** Employees must use personal leave if they serve as an election judge in the election worker program election voting during regular work hours (with supervisor approval) or serve in training outside of work hours.

Service Stipend & Leave Details for Election Day

- **Service Stipend:** Employees are eligible to receive the service stipend for serving as an election judge on Election Day
- **Service Stipend Amounts:** Visit the [Montgomery County Board of Elections—Election Worker Program Overview](#) for stipend details.
- **Administrative Leave Limitations:**
 - Employees with schedules exceeding eight (8) hours are limited to eight (8) hours of administrative leave.
 - Part-time employees are limited to their scheduled hours if less than eight (8) hours.
 - Employees **not** scheduled to work on Election Day are not eligible for administrative leave.



For further information, contact the Election Worker Recruitment Office:

- **Phone:** 240-777-8533
- **Email:** Election.Judge@montgomerycountymd.gov

Timekeeping Guidance for Montgomery County Employees Serving as Volunteer Election Judges.



Time Recording Guidelines

If Election Day is your Regular Workday.

- **Administrative Leave:** Use the "Admin Leave—Other" pay code.
- **Reason Code:** Enter "ELECTION" in the "Transfer" section, outlined in the Reason Code Transfer section of the [Employee Tasks Job Aid](#).
- **Service Stipend:** Eligible for the service stipend.
- **Mctime Recording:** Do not record any 'Hours Worked' in Mctime.

If Election Day is Your Regularly Scheduled Day Off (RSDO)

- **Administrative Leave:** Employees not scheduled to work on Election Day are not eligible for administrative leave.
- **Stipend:** Eligible for the service stipend.
- **Mctime Recording:** Do not record any 'Hours Worked' in Mctime.

Working Both as an Election Judge and in Your County Position

- **Administrative Leave:** Employees are not eligible to use administrative leave if they work their regular scheduled workday.
- **Stipend:** Eligible for the service stipend.
- **Mctime Recording:** Record 'Hours Worked' for your regular shift; do not record 'Hours Worked' or Admin Leave in Mctime for hours serving as an Election Judge.

Department-Assigned Election Tasks

- **Administrative Leave:** Employees are not eligible for administrative leave for these tasks.
- **Mctime Recording:** Record time as "Hours Worked."
- **Additional Guidance:** Follow any instructions provided by your department.

Multilingual Differential: Not eligible for the multilingual differential while serving as an election judge.

Timekeeping Guidance for Montgomery County Employees Serving as Volunteer Election Judges.



Example Timecard Entries

1. Election Day is a Regular Workday (Full-time Employee)

- **Eligibility:** Up to eight (8) hours of administrative leave.
- **Service Stipend:** Eligible for the service stipend.
- **MCtime Recording:** Do not record any 'Hours Worked' in MCtime.

Pay Code	Transfer	Sun 11/03	Mon 11/04	Tue 11/05	Wed 11/06	Thu 11/07	Fri 11/08	Sat 11/09	Total
Hours Worked				8.0		8.0			16.0
Hours Worked	J///TELEWORK//		8.0				8.0		16.0
Admin Leave - Other	J///ELECTION//				8.0				8.0
<Enter Pay Code>									
Schedule			9:00AM-5:00PM	9:00AM-5:00PM	9:00AM-5:00PM	9:00AM-5:00PM	9:00AM-5:00PM		
Daily Total			8.0	8.0	8.0	8.0	8.0		40.0

2. Election Day is Your RSDO (Full-time Employee)

- **Eligibility:** Employees are not eligible to use administrative leave
- **Service Stipend:** Eligible for the service stipend.
- **MCtime Recording:** Do not record any 'Hours Worked' in MCtime.

Pay Code	Transfer	Sun 11/03	Mon 11/04	Tue 11/05	Wed 11/06	Thu 11/07	Fri 11/08	Sat 11/09	Total
Hours Worked			10.0	10.0		10.0	10.0		40.0
<Enter Pay Code>									
Schedule			8:00AM-6:00PM	8:00AM-6:00PM		8:00AM-6:00PM	8:00AM-6:00PM		
Daily Total			10.0	10.0		10.0	10.0		40.0

3. Election Day is a Regular Workday (Part-time Employee)

- **Eligibility:** Eligible for up to the number of scheduled hours for Election Day, with a maximum of eight (8) hours.
- **Service Stipend:** Eligible for the service stipend.
- **MCtime Recording:** Do not record any 'Hours Worked' in MCtime.

Pay Code	Transfer	Sun 11/03	Mon 11/04	Tue 11/05	Wed 11/06	Thu 11/07	Fri 11/08	Sat 11/09	Total
Hours Worked			4.0			4.0	8.0		16.0
Admin Leave - Other	J///ELECTION//				4.0				4.0
<Enter Pay Code>									
Schedule			8:00AM-12:00PM		8:00AM-12:00PM	8:00AM-12:00PM	8:00AM-4:00PM		
Daily Total			4.0		4.0	4.0	8.0		20.0



For further information, contact the Election Worker Recruitment Office:

- **Phone:** 240-777-8533
- **Email:** Election.Judge@montgomerycountymd.gov