

Reminder: Tuesday, July 19, 2022, is Primary Day!!!!

Timekeeping Toolkit Tips – County Employees Volunteer Election Worker Program

The Montgomery County Employees Volunteer Election Worker Program enables County employees to serve on Election Day as an Election Worker. Election Workers receive a set payment, based on their assigned position, for successfully completing all required training and working on Election Day.

Under the direction of the CAO, County employees selected to serve in the Program as Election Workers on Election Day may be eligible to receive up to eight (8) hours of administrative leave, one for each hour worked, if Election Day is their regularly scheduled workday and shift. County employees must obtain prior approval from their supervisor for each election.



- 🔊 County employees may not use administrative leave for attending training or working Early Voting. Employees must complete training on their own time.
- 🔊 Montgomery County employees who elect to use up to eight (8) hours of Administrative Leave, to be excused from their normal work shift on Election Day, are entitled to 80% of the service stipend and full payment of the training stipend.
- 🔊 Employees using their own leave (Annual, Compensatory Leave Used, Comp Leave Supp. or PTO) will receive the full (100%) stipend (service + training).

Refer to the documents below for timekeeping guidance and Frequently Asked Questions:

- 🔊 See: [MEMO - Need for Election Judges - 2022 Primary and General Elections](#)
- 🔊 See: [County Employee Volunteer Election Worker Program Pay Policies - FAQs](#)
- 🔊 See: [County Election Worker Program Positions/Service/Pay Information](#)

Election Type	Maryland
Primary Election	July 19, 2022
General Election	November 8, 2022

Timekeeping Questions? Contact: **MCTime** – mctime@montgomerycountymd.gov

Montgomery County Employees Volunteer

Election Worker Program Questions? Contact: Election.Judge@montgomerycountymd.gov