

## Pay and Leave Policy for staff employed on Elections

### Principles

- Payments by the Returning Officer in addition to normal pay will only be given for increased responsibility or for specific additional functions outside of their Cherwell District Council job description.
- For Cherwell District staff employed by the Returning Officer on Election day and for daytime counts, staff can claim a business absence and will receive their normal council pay. In addition the Returning Officer will pay the standard election fee for the role they undertake.
- Cherwell District Council staff may not accrue flex/time off in lieu for election work from the publication of the notice of election if being paid a Returning Officer payment.
- Services (e.g. Human Resources, Customer Services and IT) will be purchased from the council by Returning Officer, council service heads may pay honorarium to staff in agreement with CEX for additional work and they will invoice the Returning Officer. The Returning Officer will not pay a fee to these individuals.
- Cherwell District Council staff have historically been used for processing and postal vote opening and paid additional amounts. In future, where possible, Cherwell District Council staff **volunteers** and staff bank will be employed and paid at an agreed hourly rate set by RO. Cherwell District Council staff volunteers must agree with line managers and clock out of wintime. This will provide services at the same cost to the Returning Officer but increase staff resources to the council.
- Clerical fees or Returning Officer ex-gratia payments should not be paid
- The core elections team will be required to sign an opt out of European working hours directive.
- The Remuneration Formula for all Returning Officer payments shall be : Responsibility Fee + Election Day Role Fee + Count Role Fee + Clerical Overtime + Expenses + ( Superannuation RO only ) + Postal votes Fees = Total Fee

| Role  | Pay                       | Hours  | Other comments  |
|---|---------------------------|--|---|
| <b>Polling Station</b>  |                           |  |   |
| <ul style="list-style-type: none"> <li>• Presiding Officer</li> </ul> | Fee set by RO or schedule | <ul style="list-style-type: none"> <li>• Normal working hours ~ business absence</li> <li>• Does not accrue Flexi or TOIL</li> </ul> | <ul style="list-style-type: none"> <li>• A/L or Flex before/after Polling Day to be agreed by line manager</li> </ul> |
| <ul style="list-style-type: none"> <li>• Poll Clerk</li> </ul>        |                           |  |   |
| <ul style="list-style-type: none"> <li>• Inspectors</li> </ul>        |                           |  |   |
| <b>Count</b>  |                           |  |   |

| Role  | Pay  | Hours  | Other comments  |
|---|--|--|---|
| <ul style="list-style-type: none"> <li>Head of Count</li> <li>Count Manager</li> </ul>                                | RO Payment                                       | <ul style="list-style-type: none"> <li>Before Notice of Election ~ claim hours worked between 6 pm – 8 am in support of election as TOIL. Extra hours spent on close down remuneration to be agreed by Head of Service and CEX.</li> <li>From Notice of Election ~ book normal working hours to a maximum of 7.24 hour day ~ does not accrue flexi or TOIL.</li> </ul> |   |
| <ul style="list-style-type: none"> <li>Control Team</li> <li>Supervisor</li> <li>Web and Comms Supervisors</li> </ul> | Fee set by RO or schedule                        | <ul style="list-style-type: none"> <li>Evening Count ~ does not accrue for Business Absence, Flexi or TOIL</li> <li>Daytime count ~ does not accrue for Flexi or TOIL</li> <li>Daytime count ~ business absence booked for duration of Count</li> </ul>  | <ul style="list-style-type: none"> <li>Limit on hours of work on polling day if working on evening count</li> <li>Polling Station staff cannot be employed on Evening Count for principal elections</li> <li>A/L or Flex before/after Count to be agreed by line manager</li> </ul> |
| <ul style="list-style-type: none"> <li>Assistant Supervisor</li> </ul>  | Fee set by RO or schedule                        |  |   |
| <ul style="list-style-type: none"> <li>Counter</li> </ul>   | Fee set by RO or schedule                        |  |   |
| <ul style="list-style-type: none"> <li>Runners</li> </ul>   |  |  |   |
| <ul style="list-style-type: none"> <li>Pack up team</li> </ul>  |  |  |   |
| <ul style="list-style-type: none"> <li>Web and Comms support staff</li> </ul>   |  |  |   |
|   |  |  |   |
| <b>Postal Vote</b>  |  |  |   |
| <ul style="list-style-type: none"> <li>Royal Mail post sorting</li> </ul>   | CDC admin staff: normal duties ~ no extra pay    | Normal working day for agreed number of days   | Should be covered by Admin pool   |
| <ul style="list-style-type: none"> <li>Issuing / Opening team</li> </ul>  | CDC staff bank: Fee set by RO or schedule        | Hourly for agreed number of days   |   |
|   | CDC staff volunteers ~ Fee set by RO or schedule | Must take Flexi or A/L   | Must be agreed with line manager  |
| <ul style="list-style-type: none"> <li>Scanner</li> </ul>   |  |  |   |

| Role   | Pay   | Hours  | Other comments  |
|--|---|--|---|
| <ul style="list-style-type: none"> <li>Floor supervisor</li> </ul>   | CDC staff bank: Fee set by RO or schedule                                       | Hourly for agreed number of days   |   |
| <b>Rolling Registration</b>  |   |  |   |
| <ul style="list-style-type: none"> <li>Processing team (daytime data entry)</li> </ul>                     | Normal duties ~ no extra pay  | Normal working day   | Covered by Admin pool   |
| <ul style="list-style-type: none"> <li>Processing team (out of hours phone calls and follow up)</li> </ul> | Pay as overtime at Fee set by RO or schedule                                    | Does not accrue for flexi or TOIL  | Prior agreement needed for out of hours duties.<br><br>Limited period and predetermined staff and dates   |
| <ul style="list-style-type: none"> <li>Processing team (deadline entry out of hours)</li> </ul>            |   |  |   |
| <b>Other</b>   |   |  |   |
| <ul style="list-style-type: none"> <li>IT support (on call)</li> </ul>                                     | Pay as overtime at CDC agreed rate  | Does not accrue for flexi or TOIL  | To provide out of hours cover in run up to Polling Day and at Count<br><br>Prior agreement needed for out of hours duties.<br><br>RO to be invoiced by CDC for services |
| <ul style="list-style-type: none"> <li>HR Officer (recruitment) and Training Provider</li> </ul>           | Normal duties   | Extra hours to be paid by CDC overtime, should not accrue flexi or TOIL              | RO to be invoiced by CDC for services   |
| <ul style="list-style-type: none"> <li>Communications Officer</li> </ul>                                   | Normal duties<br>Attendance at Count (Evening) will be paid as for Count staff. | Does not accrue for flexi or TOIL for Count (Evening)                                | RO to be invoiced by CDC for services   |
| <ul style="list-style-type: none"> <li>Web Support</li> </ul>  | Normal duties<br>Attendance at Count (Evening) will be paid as for Count staff. | Does not accrue for flexi or TOIL for Count (Evening)<br>Out of hours duties attract | RO to be invoiced by CDC for services   |

| Role   | Pay   | Hours  | Other comments   |
|--|---|--|--|
|  |   | overtime at CDC agreed rate  |  |
| <ul style="list-style-type: none"> <li>Caretaker</li> </ul>                          | Normal duties ~ no extra pay                              | Out of hours duties attract overtime at CDC agreed rate  | <p>Prior agreement needed for out of hours duties</p> <p>RO to be invoiced by CDC for services</p>   |
| <ul style="list-style-type: none"> <li>Customer Service Team</li> </ul>              | Normal duties ~ no extra pay                              | Out of hours duties attract overtime at CDC agreed rate  | <p>Prior agreement needed for out of hours duties</p> <p>RO to be invoiced by CDC for services</p>   |
| <b>Elections Team</b>  |   |  |  |
| <ul style="list-style-type: none"> <li>Returning Officer</li> </ul>                  | Fee set by RO or schedule                                 | <p>Before Notice of Election ~ claim hours worked between 6 pm – 8 am as TOIL</p> <p>From Notice of Election ~ book normal working hours to a maximum of 7.24 hour day ~ does not accrue flexi or TOIL</p> | <p>Will allow line manager to control level of hours and keep it separate from any pre-existing flexi.</p> <p>Max limit on TOIL accrual ~ 37 hours</p> |
| <ul style="list-style-type: none"> <li>Deputy Returning Officer</li> </ul>           | Fee set by RO or schedule                                 |  |  |
| <ul style="list-style-type: none"> <li>DRO Postal</li> </ul>                         | Fee set by RO or schedule                                 |  |  |
| <b>Miscellaneous Duties</b>  |   |  |  |
| <ul style="list-style-type: none"> <li>Ballot Box prep</li> </ul>                    | Pay as overtime Fee set by RO or schedule                 | Does not accrue for flexi or TOIL  | Prior agreement needed for out of hours duties   |
| <ul style="list-style-type: none"> <li>Ballot Paper allocation</li> </ul>            |   |  |  |
| <ul style="list-style-type: none"> <li>Postal Vote delivery out of hours</li> </ul>  | Pay as overtime at Fee set by RO or schedule with mileage |  |  |
| <ul style="list-style-type: none"> <li>Polling Day Elections Office staff</li> </ul> | Fee set by RO or schedule                                 | Book normal working hours to a maximum of 7.24 hrs   |  |