


## Department of Public Works and Engineering

Subject: <b>VOTING</b>	Departmental Policy <b>3-25</b>	
	Effective Date: <b>Upon Approval</b>	
<p><b>I. Purpose</b></p> <p>To encourage employees to participate in the electoral process by exercising their right to vote in all city, county, state, and national elections in which they are eligible to vote.</p> <p><b>II. Scope</b></p> <p>This policy applies to all Department of Public Works and Engineering employees and supersedes any other former Departmental policy, procedure or directive.</p> <p><b>III. Policy</b></p> <p>In accordance with Article 13.34a and 15.14 of the Texas Election Code and City of Houston Policy 301 dated November, 1983.</p> <p>Since polling places are open 7 a.m. to 7 p.m. ample time exists for most employees to vote either before or after working hours. However, time off with pay for the purpose of voting shall be granted when:</p> <p>A. An employee's shift assignment or work schedule does not permit him/her adequate time to vote in the election; and</p> <p>B. The employee notifies his or her immediate supervisor of the need to take time off to vote in the election.</p> <p>In cases where such time off with pay is requested, it shall be granted only with the approval of the immediate supervisor and shall be strictly limited to two (2) hours or less as required either before, during, or after work as stipulated by the supervisor.</p>		
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It shall also be considered as a portion of this policy to allow employees to attend precinct conventions of a political party with which the employee is affiliated or is eligible to affiliate or a county, district, or state convention to which the employee is a duly constituted delegate and for which the employee can present evidence of authenticity.

When such convention attendance conflicts with an employee's work hours or work schedule and necessitates the employee taking time off, the supervisor with appropriate notice, shall make allowances as required to accommodate the employee's attendance privilege. Such time off, however, shall not be paid and shall be regarded as an excused leave of absence without pay unless otherwise charged against an employee earned benefit such as vacation time, a floating holiday, accumulated overtime, etc., exclusive of sick leave.

#### IV. Compliance

Adherence to the above is mandatory. Any employee who violates this policy may be subject to disciplinary action.

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