



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

October 23, 2012

To: Supervisor Zev Yaroslavsky, Chairman
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

A handwritten signature in black ink, appearing to read "W. T. Fujioka", is written over the printed name and title.

REVIEW AND REPORT ON COMPLIANCE WITH STATE VOTING CODE (ITEM NO. 2, AGENDA OF OCTOBER 9, 2012)

On October 9, 2012, on the motion by Supervisor Ridley-Thomas, the Chief Executive Office was directed to work with the Director of Personnel and the Registrar-Recorder/County Clerk (RR/CC), and report back to the Board in two weeks on the compliance efforts with California Elections Code Section 14001 for Los Angeles County employees and contractors with current contracts with the County.

Our Office worked with representatives from the Auditor/Controller (A/C), County Counsel, Department of Human Resources (DHR), Internal Services Department (ISD), and RR/CC to identify the best practices of the County's efforts to be in compliance with the State Election code to notify County employees (and our contractors) to post notices advising employees they can take paid leave to vote in Statewide elections.

California Election Code 14000 requires all public and private employees to allow qualified employees up to two hours of time off with pay, if necessary, to exercise their voting rights in a Statewide election.

California Elections Code 14001 requires all employers to keep posted conspicuously at the place of work, not less than 10 days before every Statewide election, a notice setting forth the provisions of Section 14000.

"To Enrich Lives Through Effective And Caring Service"

**Please Conserve Paper – This Document and Copies are Two-Sided
Intra-County Correspondence Sent Electronically Only**

In order to ensure compliance, on October 4, 2012, DHR in conjunction with County Counsel, sent out a copy of the Policies, Procedures and Guidelines 703 (Attachment I) and the Employee Time Off For Voting Notice (Notice) (Attachment II) to the Administrative Deputies and Human Resources Managers of all departments reminding them of the upcoming General Election on November 6, 2012 and departmental responsibilities, as follows:

- Departments are required to post the Notice on all County business offices and locations ten business days prior to every Statewide election;
- Departments must ensure that the Notice is visibly posted in the workplace or where it can be seen by employees as they enter or exit their place of work no later than October 23, 2012;
- Departments are directed that, based on this provision and upon a submitted written request by an employee two days prior to Election Day, it is appropriate to allow an employee no more than the time permitted by the statute to vote; and
- Departments must work with employees to comply with the statute.

DHR also published the Notice in the October 2012 County Digest.

Additionally, on October 4, 2012, the Public Information Office and A/C posted a message with a link to the flyer of the Employee Time Off for Voting Notice on the County eHR Paystub Viewer for all employees. This announcement is scheduled to remain posted until Election Day.

County Counsel provided ISD with the appropriate language to be sent out to all contractors with employees in California. On October 11, 2012, ISD distributed via email blast the Notice to all of the contractors/vendors registered in the County's automated vendor registration system (approximately 35,000), which includes any and/or all current contractors, as well as prospective bidders.

The Public Information Office will also issue a blast reminder notice email to all County employees by the end of October.

To promote increased voter awareness of provisions in California Election Law, which allow time off for voting, RR/CC will actively work to educate both County employees and voters about their rights as electors. In support of the adopted motion, RR/CC will:

- Continue to ensure that outreach staff make flyers promoting "Time Off to Vote" available during all outreach activities leading up to Election Day.

Each Supervisor
October 23, 2012
Page 3

- Starting October 25, 2012, utilize social media posts (Facebook, Twitter) to remind voters of their right to request time off for voting in California.
- On November 5, 2012, issue a press release that provides voter last minute reminders.

As part of the County's longer term efforts, ISD is working with County Counsel to develop solicitation language that will require prospective contractors to certify that they are in compliance with the applicable election law. It is anticipated that the new standard solicitation language will be implemented in any new solicitations that are released, or any contract amendments or extensions that occur, on or after December 31, 2012.

If you have any questions or require additional information, please contact Ellen Sandt at (213) 974-1186 or at esandt@ceo.lacounty.gov.

WTF: EFS:GS
JY:cg

Attachments

c: Executive Office, Board of Supervisors
 County Counsel
 Auditor-Controller
 Human Resources
 Internal Services
 Registrar-Recorder/County Clerk



County of Los Angeles
Department of Human Resources
POLICIES, PROCEDURES, AND GUIDELINES

Subject: EMPLOYEES TIME OFF FOR VOTING	Policy Number: 703	Page(s): 2
	Effective Date: October 28, 2010	
	Approved By: 	

POLICY

All employees, regardless of status, shall have the opportunity to use up to two (2) hours of time off without loss of pay in order to exercise their voting rights in statewide elections, as set forth in the California Elections Code, Section 14000.

GUIDELINES

An employee who chooses to exercise his right to vote and does not have sufficient time beyond the regular work schedule, may use up to two (2) hours of paid time to vote in a statewide election. Circumstances that may necessitate the time off could include commuting time to or from work or childcare obligations.

Time off used by the employee must be at the beginning or end of the regular work schedule, whichever time period allows for a sufficient amount of time off to vote and is the least disruptive to the work location.

If an employee knows by the third working day prior to the day of an election that time off for voting will be necessary, he must notify the immediate supervisor for approval at least two (2) working days prior to the election day of the need to take time off.

In addition, pursuant to the California Elections Code, Section 14001, departments are required to conspicuously post a notice ten (10) days before every statewide election that notifies employees of the right to take time off to vote. Attached is a sample of the posting notice that is required under Section 14001 of the California Elections Code.

Questions regarding this policy may be directed to the Manager of the Department of Human Resources HR Departmental Support Division at (213) 351-8945.

AUTHORITY

California Elections Code, Section 14000
California Elections Code, Section 14001

ATTACHMENT I

Subject: EMPLOYEES TIME OFF FOR VOTING	Policy Number: 703 Effective Date: October 28, 2010
---	--

DATE ISSUED/REVIEW DATE

Original Issue Date: Issued as PPG #1015 on October 30, 2001
Review Date: August 9, 2007
Review Date: October 28, 2010



EMPLOYEE TIME OFF FOR VOTING NOTICE

Employees who are voters may claim necessary time off to vote in statewide elections under the following provisions of the State Elections Code, Section 14000:

If a voter does not have sufficient time outside of working hours to vote in a statewide election, the voter may, without loss of pay, take off no more than two hours. The time off for voting shall be only at the beginning or end of the regular working shift, whichever allows for the most time for voting and the least time off from the regular working shift, unless otherwise mutually agreed.

If the employee knows by the third working day prior to the day of election, that time off will be necessary to be able to vote on election day, the employee shall give the employer at least two working days' notice that time off is necessary, in accordance with the provisions of this section.

Post conspicuously 10 days before statewide elections

