

PERSONNEL POLICY 93-2

**SUBJECT:** Voting in Local, State and National Elections.

**PURPOSE:** To establish a uniform policy to allow employees to vote on local, state and national elections.

**APPLICABILITY:** All City of Clarksville employees.

**REFERENCES:** None

**POLICY STATEMENT:** No employees will be deprived of the right to vote in any local, state or national election, special election, referendum or proposition.

**IMPLEMENTATION:** Employees will be provided an opportunity to vote in any election and will not be deprived of the opportunity to vote because of conflicting work schedules. If the polling place in the precinct in which the employee votes opens at least one hour before the start of the normal work schedule or remains open at least one hour after the normal work schedule, the employee will be encouraged to vote at those times. If the polling place is not open for normal voting for at least an hour either before or after the normal work schedule, employees will be granted one hour off from work, with pay, in order to vote. Department heads will make such arrangements as are necessary for each employee to exercise his/her right to vote.

OFFICIAL DOCUMENT

APPROVED BY CITY COUNCIL: JANUARY 22, 1993

EFFECTIVE DATE: JANUARY 23, 1993

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SAM PODURGAL, HUMAN RESOURCES DIRECTOR