



DURHAM COUNTY EMPLOYEE ELECTIONS PARTICIPATION PROGRAM (DEEPP) POLICY

Effective Date: February 7, 2020

Owner	Human Resources
Reviewer(s)	Human Resources
Approver(s)	County Manager
Applicable Policies	N/A
Applicable Documents	N/A
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Review Cycle	Three Years

1. PURPOSE

Durham County utilizes an established procedure to assist the Durham County Board of Elections in meeting personnel needs at county polling places during an election event.

2. POLICY

To be utilized prior to each election event established by the North Carolina General Statutes and/or the State Board of Elections affecting Durham County.

3. APPLICABILITY

All exempt County employees covered by the Personnel Ordinance and all those pursuant to a Memorandum of Understanding.

4. DEFINITIONS

Exempt Employee – An employee not subject to the wage and hour laws by Fair Labor Standards Act (FLSA) and who is not paid for hours worked beyond the established workweek.

Election Event – An election established by the North Carolina General Statutes or the State Board of Elections that is required to be administered in Durham County on a set date.

Precinct Official – An official appointed and supervised by the Durham County Board of Elections who is responsible for assisting in ensuring the proper administration and execution of an election on Election Day.

Polling Place Assignment – A location in a defined geographical boundary that precinct officials are assigned to in order to administer the voting process on Election Day.

5. GENERAL GUIDELINES

A. The Director of Elections Expectations:

- Will coordinate with the County Manager and the Chief Human Resources Officer an adequate number of exempt employees to serve as precinct officials pending the



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approval of the Durham County Board of Elections, during an impending election event.

- Once the required number of employees has been determined, the County Manager, or his/her designee, will determine exempt employee contributions from each applicable department.

B. Exempt employee Expectations:

- If nominated to serve as a precinct official during an impending election event must meet the following qualifications:
 - Must be a registered voter of Durham County;
 - Must be able to read and write;
 - Must be of good moral character;
 - Must not hold an elective office under the government of the United States, or the State of North Carolina or any political subdivision thereof;
 - Must not hold any office in state, congressional district, county, or precinct political party or political organization or be a manager or treasurer for any candidate or political party, provided however that the position of delegate to a political party convention shall not be considered an office; or
 - Must not be a candidate for nomination or election.
- All exempt employees selected to serve as precinct officials during an election event, shall arrive at their assigned polling place on Election Day no later than 6:00 a.m. and shall not depart until dismissed by the Durham County Board of Elections.

C. Chief Human Resources Officer Expectations:

- At least 120 days prior to each scheduled election event, using a process established by the Chief Human Resources Officer, participating departments must submit the names of nominated exempt employees to the Chief Human Resources Officer.
- The Chief Human Resources Officer, or his/her designee, shall confirm that the recommended employees are exempt employees during the impending election event.
- Once all nominees are submitted, the Chief Human Resources Officer, or his/her designee, will submit the compiled list of nominees to the Director of Elections for



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- review to ensure each nominated exempt employee meets the qualifications to serve during the impending election event.

D. Director of Elections Expectations

- Following review, and upon approval of the Durham County Board of Elections, the Director of Elections will contact each eligible exempt employee with their specific polling place assignment, rules governing service during an election event which includes, but is not limited to, attending a mandatory training session conducted by the Durham County Board of Elections, and resource materials available to prepare for the impending service.

6. RESPONSIBILITY

- It is the responsibility of supervisors and managers to uniformly administer, communicate, and ensure compliance.
- It is the responsibility of the Human Resources Department to interpret, monitor, and update the policy content.
- It is all employees' responsibility to comply with policy guidelines.
- Any violation or policy misuse will result in disciplinary action up to and including dismissal.

REVISION HISTORY

Version ID	Revision Date	Author	Reason for Revision
v.1.0-2020	02-07-2020	Human Resources	Adopted
v.2.0-2020	07-24-2020	Human Resources	Reformat, added wording
v.3.0-2025	07-01-2025	Human Resources	Reformat, added wording