

Contra
Costa
County



Human Resources
Department
Administration Bldg.
1025 Escobar Street, 2nd Floor
Martinez, California 94553-1292

DATE: October 20, 2020

TO: All Staff

SUBJECT: TIME OFF FOR VOTING IN STATEWIDE GENERAL ELECTION –
NOVEMBER 3, 2020

The California Elections Code allows employees to take time off to vote, under specific guidelines. Any employee who is a registered voter is entitled to take off only so much working time as necessary to allow sufficient time to vote. In no event is the employer required to grant more than two (2) hours off without loss of pay.

Each request for time off must be in writing and contain the following information:

Employee's name; job classification; name of department in which s/he is employed; the statement that, "I am a registered voter"; geographic location and address of employee's polling place; amount of time off requested and whether it is to be at the beginning or end of the employee's regular work shift; and a clear statement as to why the employee is unable to vote during the regular 7:00 a.m. to 8:00 p.m. hours that the polls are open or at any of the early voting sites.

The attached notice is being posted in all EHSD buildings and distributed to all EHSD staff via STARS and email.

Also attached is a flyer announcing early in-person voting locations which start on Friday, October 30th as well as a list of Ballot Drop-Off locations throughout the county.

For additional information, please visit the Elections Office website at:
www.cocovote.us/election/presidential-general-election-november-3-2020/#Election

Lastly, Administrative Bulletin 405.5 – **Political Activities** establishes the policy prohibiting the use of employees' official capacity, work hours, County property or County resources in connection with any political activity.

Thank you.



**THIS NOTICE MUST BE POSTED
NOT LESS THAN TEN (10) DAYS BEFORE
EVERY GENERAL, DIRECT PRIMARY
OR
PRESIDENTIAL PRIMARY ELECTION**



**NOTICE TO EMPLOYEES
TIME OFF TO VOTE**

NOVEMBER 3, 2020 - PRESIDENTIAL GENERAL ELECTION

EMPLOYEES WHO ARE REGISTERED VOTERS MAY CLAIM NECESSARY TIME OFF TO VOTE AT STATEWIDE ELECTIONS UNDER THE FOLLOWING PROVISIONS OF CALIFORNIA ELECTIONS CODE SECTION 14000.

- a) If a voter does not have sufficient time outside of working hours to vote at a statewide election, the voter may, without loss of pay, take off enough working time that, when added to the voting available outside of working hours, will enable the voter to vote.
- b) No more than two (2) hours of the time taken off for voting shall be without loss of pay. The time off for voting shall be only at the beginning or end of the regular working shift, whichever allows the most free time for voting and the least time off from the regular working shift, unless otherwise mutually agreed.
- c) If the employee on the third working day prior to the day of the election, knows or has reason to believe that the time off will be necessary to be able to vote on election day, the employee shall give the employer at least two (2) working days' notice that time off for voting is desired, in accordance with Section 14000 of the California Elections Code.

**REGISTERED VOTERS WHO NEED TIME OFF TO VOTE
SHOULD MAKE ARRANGEMENTS WITH:**



Julie Bloxham, Personnel (925) 608-5017

jbloxham@ehsd.cccounty.us
(Name of Departmental Contact)



**POST NOTICE NO LATER THAN
*WEDNESDAY, OCTOBER 21, 2020***

Contra Costa County Elections Division has the following information and resources available to voters. Consider these as you create the scope of your work.

www.cocovote.us

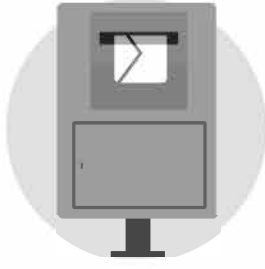
	<p>Access to online voter registration form</p> <ul style="list-style-type: none"> • Can be used to register or update voter information • Multi-language support • Fast processing time • Easy to use on computer, tablet or smart phone
	<p>“My Voting Information” is a quick link for voters to access their:</p> <ul style="list-style-type: none"> • Registration status • Voter Information Guide • Sample Ballot (English, Spanish or Chinese) • Polling Place • Districts and elected officials
	<p>Ballot Tracking</p> <p>Sign up at WheresMyBallot.sos.ca.gov to receive automatic email, SMS(text), or voice call notifications about your ballot.</p>
	<p>24/7 Ballot Drop Off Boxes</p> <p>The county has 34 secure ballot drop off locations which will be open to voters starting on October 5th</p> <p>These boxes will be serviced by Elections Division staff daily</p>
	<p>Regional Early Voting locations</p> <p>These are in-person service locations where voters can be assisted regardless of where they live within Contra Costa County.</p> <p>Voters may return their ballot, register and vote, use accessible voting equipment to cast their ballot privately and independently.</p> <p>Friday, October 30th 11 a.m. - 7 p.m. Saturday, October 31st 9 a.m. – 5 p.m. Monday, November 2nd 11 a.m. – 7 p.m.</p>
	<p>Remote Accessible Vote by Mail</p> <p>Voters with disabilities or specific access issues may request an Accessible Vote by Mail Ballot to fill out from their computer, print and return in their Vote by Mail Envelope.</p>



KNOW WHERE YOUR BALLOT IS AT ALL TIMES.



Mailed



Returned



Received



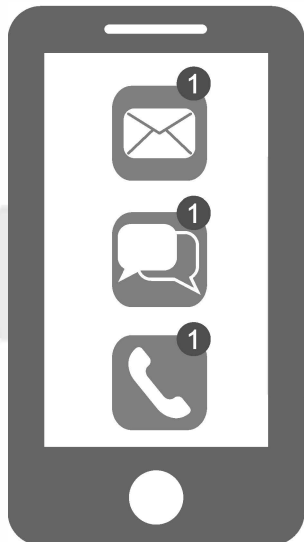
Accepted

Sign-up

<https://WheresMyBallot.sos.ca.gov>



WheresMyBallot.sos.ca.gov



Receive Updates

via email, text, or voice calls

<https://WheresMyBallot.sos.ca.gov>



Find a Secure Ballot Drop Box Open 24/7

Details at www.cocovote.us/drop-boxes



Available at all in-person voting locations



Available sa
Lahat ng Lugar
ng Botohan.

모든 투표장소에서
가능합니다.

Hiện có tại tất cả
Nơi Bỏ Phiếu.



voter.services@vote.cccounty.us

(925) 335-7800



Regional Early Voting Sites



Friday - Oct 30
11am - 7pm

Saturday - Oct 31
9am - 5pm

Monday - Nov 2
11am - 7pm

= outdoors

1 Stone Valley Rd Chapel
2949 Stone Valley Rd
Alamo

2 Antioch Water Park
4701 Lone Tree Way
Antioch

3 Somersville Town Center
2550 Somersville Rd
Antioch

4 Ambrose Community Center
3105 Willow Pass Rd
Bay Point

5 Cornerstone Fellowship
6641 Lone Tree Way
Brentwood

6 Clarion Hotel
1050 Burnett Ave
Concord

7 El Rancho Restaurant
1450 Monument Blvd
Concord

8 St Demetrios Greek Orthodox Church
1955 Kirker Pass Rd
Concord

9 El Cerrito Community Center
7007 Moeser Ln
El Cerrito

10 Veterans Memorial Building
3780 Mt Diablo Blvd
Lafayette

11 Moraga Library
1500 Saint Marys Rd
Moraga

12 Best Western Plus Delta Inn
5549 Bridgehead Rd
Oakley

13 Hyatt House Pleasant Hill
2611 Contra Costa Blvd
Pleasant Hill

14 Richmond Memorial Auditorium
403 Civic Center Plaza
Richmond

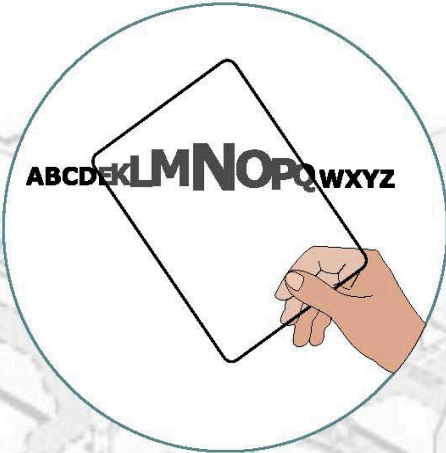
15 Hilltop Mall Parking Lot
2200 Hilltop Mall Rd
Richmond

16 San Ramon City Hall
7000 Bollinger Canyon Rd
San Ramon

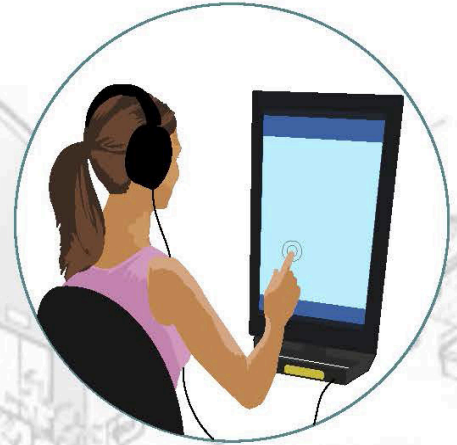
17 Heather Farms Park
301 N San Carlos Dr
Walnut Creek

NEED HELP?

We are continuously reducing barriers to increase voter access for participation on Election Day.



**Magnifying
Sheets**



**Ballot Marking
Device**



Accessible Booths



Curbside Voting

For accessibility questions and assistance please call
925-335-7800