

Office of the State Auditor
Division of Local Mandates
Uniform Polling Hours Cost Certification Survey – March Presidential Primary

The Uniform Polling Hours Law (St. 1983, c. 503) increased the number of hours that polls are required to be open for presidential primaries, state primaries, and general elections from ten hours beginning at 10 a.m. to thirteen hours beginning at 7 a.m. The Massachusetts Office of the State Auditor (OSA) manages a certification process for “the incremental costs attributed to [the Uniform Polling Hours Law] and estimated to be incurred by each city and town in the next fiscal year” for each presidential primary, state primary, and general election.

In accordance with the Uniform Polling Hours Law, the OSA’s Division of Local Mandates (DLM) will certify the ***estimated additional or increased expenses*** attributable to Uniform Polling Hours for a given fiscal year. In other words, Uniform Polling Hours estimated expenses may be attributable to the additional three hours of polling operations between 7 a.m. and 10 a.m. or the required earlier opening of the polls at 7 a.m. *only to the extent expenses would not otherwise be incurred* (see *Important Notes* tab). Promptly providing the Uniform Polling Hours estimated expense information requested in this survey will ensure your municipality’s costs are considered for certification.

PLEASE BE ADVISED that DLM is responsible solely for certifying costs and does not handle the disbursement of funds. Certification does not guarantee funding. Municipalities are urged to exercise fiscal responsibility and proactively manage the incurrence of costs. DLM may ask for additional information and supporting documentation in connection with any estimated expenses submitted for certification.

Instructions

For this survey, you will submit estimated additional or increased expenses attributable to Uniform Polling Hours for the March presidential primary. Do **not** include expenses for which funding will be received from another source (such as grants). Fields marked with a red asterisk (*) are required.

You can save your progress and return to the survey at another time by selecting the **yellow “Save and Exit”** button. Once you complete and submit the survey using the **green “Click Here to Submit Survey”** button, you will automatically receive an email confirming receipt of your submission and will have access to your submission through the DLM Survey Portal. Please review your submission promptly; if changes must be made to your submission you will have 1 business day (24 hours) after submission to make edits by clicking the **orange “Edit Submission”** button and resubmitting by clicking the **green “Click Here to Submit Survey”** button. A PDF copy of your response will be made available to you in the portal after the edit period has passed.

DLM encourages municipal elections officials to message us about questions related to this cost certification survey in the DLM Survey Portal. To write messages, municipal elections officials must click on the **“Message DLM”** tab, write their message in the provided textbox, and click on the **blue “Message**

DLM" button to send. A DLM team member will reply to messages within 1-2 business days.

Please refer to our *Survey Portal Navigation Aide* in the "Online Resources" tab for additional information. If you have any technical questions about the portal, please email DLM.CostCertification@massauditor.gov or call **617-727-0980**.

This survey has five sections:

- **Section A: Qualifying Questions**
- **Section B: Election Worker Expenses**
- **Section C: Public Safety Expenses**
- **Section D: Other Additional Expenses**
- **Section E: Certification Clause**

Important Notes – PLEASE READ BEFORE BEGINNING THE SURVEY

1. Survey Launch Schedule: Uniform Polling Hours estimated expenses will be collected in accordance with the following schedule:

- **Presidential Primaries:** Survey will launch every four calendar years in even years between presidential election years.
 - E.g., Uniform Polling Hours estimated expenses for the March 2028 presidential primary (FY 2028) will be collected in spring 2026.
- **September State Primaries and November General Elections:** Survey will launch every odd calendar year.
 - E.g., Uniform Polling Hours estimated expenses for the September 2028 state primary and November 2028 general election (FY 2029) will be collected in spring 2027.

2. Survey Deadline: Municipalities must submit a response to the Uniform Polling Hours cost certification survey by **June 24, 2026**. To accommodate municipalities that have **June elections** and will be submitting other surveys, the Uniform Polling Hours survey may be submitted up to 2 weeks after the date of the June election for those municipalities.

Each municipality must submit a response to each Uniform Polling Hours cost certification survey. Even if your municipality will not incur costs beyond incidental expenses, you must still submit a survey response; the survey will automatically advance past inapplicable questions based on your responses.

3. Definitions: The following terms are used throughout this survey. Please ensure you are familiar with these terms.

- ***"election worker"*** – refers to both municipal employees and temporary workers performing election-related duties, unless otherwise specified
- ***"municipal employee"*** – refers to an individual who works regular recurring hours for and receives regular recurring compensation from the applicable municipality

- **“polling location set-up”** – refers to any election-related duties (excluding early voting duties) performed before the required 7 a.m. opening of the polls
- **“public safety official”** – refers to police officers and/or constables
- **“temporary worker”** – refers to an individual who does not work regular recurring hours for nor receives regular recurring compensation from the applicable municipality

4. Temporary Worker Compensation: Uniform Polling Hours estimated expenses may be attributable to the additional three hours of polling operations between 7 a.m. and 10 a.m. or the required earlier opening of the polls at 7 a.m. *only to the extent expenses would not otherwise be incurred*. With respect to **temporary workers**, that means:

- Estimated compensation payable to temporary workers for staffing polling operations after 7 a.m. and before 10 a.m. would be an estimated expense attributable to Uniform Polling Hours. Only estimated compensation for hours that will be worked between 7 a.m. and 10 a.m. may be submitted, with a **maximum of 3 hours** for any one worker.
- Estimated compensation payable to temporary workers for performing polling location set-up before 7 a.m. would **not** be an estimated expense attributable to Uniform Polling Hours. Polling location set-up would need to occur notwithstanding the additional three hours of polling operations, and municipalities relying on temporary workers to perform polling location set-up would incur the expenses regardless. Accordingly, polling location set-up for temporary workers is an **ineligible** expense and should not be submitted.

5. Municipal Employee Additional Compensation: Uniform Polling Hours estimated expenses may be attributable to the additional three hours of polling operations between 7 a.m. and 10 a.m. or the required earlier opening of the polls at 7 a.m. *only to the extent expenses would not otherwise be incurred*. With respect to **municipal employees**, that means:

- Estimated compensation payable to municipal employees for staffing polling operations after 7 a.m. and before 10 a.m. and/or performing polling location set-up before 7 a.m. would be an estimated expense attributable to Uniform Polling Hours **if and only if**:
 - (1) working those hours will cause the employee to work more than the employee’s regular number of hours during the applicable pay period; **and**
 - (2) the estimated compensation payable for those hours will cause the employee to receive more than the employee’s regular amount of compensation for the applicable pay period (e.g., overtime pay).

Only estimated **additional** compensation for **additional** hours that will be worked before 10 a.m. may be submitted, with a **maximum of 3 hours** for any one employee *even if* reporting to the polling location before 7 a.m. as the Uniform Polling Hours Law only increased required polling operations by 3 hours. In other words, the 3-hour maximum applies even if an employee will be reporting more than 3 hours before their regular start time and/or working more than 3 additional hours during the applicable pay period.

- Estimated compensation payable to municipal employees as a *separate fixed payment solely* for performing polling location set-up (e.g., DPW employees receiving a fixed payment of \$100 for

polling location set-up) would **not** be an estimated expense attributable to Uniform Polling Hours. Polling location set-up would need to occur notwithstanding the additional three hours of polling operations, and municipalities paying separate fixed payments for polling location set-up would incur the expenses regardless. Accordingly, separate fixed payments for polling location set-up are **ineligible** expenses and should not be submitted.

6. Public Safety Expenses: M.G.L. c. 54, s. 72, provides: “The select board, board of selectmen, town council or city council of each city and town, in consultation with its election officers and registrars, shall detail a sufficient number of police officers or constables for each building that contains the polling place for 1 or more precincts at every election therein to preserve order and to protect the election officers and supervisors from any interference with their duties and to aid in enforcing the laws relating to elections.”

Uniform Polling Hours estimated expenses may be attributable to the additional three hours of polling operations between 7 a.m. and 10 a.m. or the required earlier opening of the polls at 7 a.m. *only to the extent expenses would not otherwise be incurred*. With respect to **public safety officials**, that means:

- Estimated compensation payable to public safety officials who are **temporary workers** for staffing polling locations before 10 a.m. may be submitted for hours that will be worked before 10 a.m., with a **maximum of 3 hours** for any one official.
- Estimated compensation payable to public safety officials who are **municipal employees** for staffing polling locations before 10 a.m. may be submitted for hours that will be worked before 10 a.m., with a **maximum of 3 hours** for any one official, **if and only if:**
 - (1) working those hours will cause the employee to work more than the employee’s regular number of hours during the applicable pay period; **and**
 - (2) the estimated compensation payable for those hours will cause the employee to receive more than the employee’s regular amount of compensation for the applicable pay period (e.g., overtime, detail pay).

If estimated compensation for **more than one** public safety official **per polling location** is submitted, an explanation as to why (e.g., the municipality’s governing body/elections officials/police department have determined that one official is needed inside and one outside for each polling location, or that one official is needed for each precinct within the polling location due to its layout, or that additional officials are needed for traffic control due to the polling location, etc.) as well as the rationale or calculation behind the compensation rates submitted must be provided in the appropriate section of this survey. Estimates must be made in good faith. Uploading any available supporting documentation is strongly encouraged.

Section A: Qualifying Questions

A1. * Do you anticipate that your municipality will incur any expenses attributable to Uniform Polling Hours for the election(s) covered by this survey (see *Eligible Expenses* and *Ineligible Expenses* below)?

Eligible Expenses: Estimated expenses eligible for certification include, but are not limited to:

- Estimated compensation payable to temporary workers attributable to Uniform Polling Hours (see *Temporary Worker Compensation* under *Important Notes* tab).
- Estimated additional compensation payable to municipal employees for additional hours worked attributable to Uniform Polling Hours (see *Municipal Employee Additional Compensation* under *Important Notes* tab).
- Estimated compensation payable to public safety officials attributable to Uniform Polling Hours (see *Public Safety Expenses* under *Important Notes* tab).

Ineligible Expenses: Do not submit ineligible expenses. Expenses that are ineligible for certification include, but are not limited to:

- Any compensation payable to employees working their regular number of hours during the applicable pay period or regular compensation payable to employees for the applicable pay period regardless of hours worked (not attributable to Uniform Polling Hours).
- Early voting expenses (not covered by this survey).
- Expenses for meals, election worker transportation, and signage (optional or incidental administrative costs).
- Expenses for training poll workers (not attributable to Uniform Polling Hours, would be incurred regardless).
- Expenses for printing voter lists (not attributable to Uniform Polling Hours, would be incurred regardless).
- Expenses for voting machine programming (not attributable to Uniform Polling Hours, would be incurred regardless).

- Yes
- No

If yes...

A2. * Enter the number of precincts that your municipality currently has: _____

A3. * Enter the number of polling locations that you anticipate your municipality will need for the election(s) covered by this survey: _____

Section B: Election Worker Expenses

This section asks for estimated compensation payable to temporary workers and estimated additional compensation payable to municipal employees for additional hours worked attributable to Uniform Polling Hours (see *Temporary Worker Compensation* and *Municipal Employee Additional Compensation* under *Important Notes* tab).

B1. * Do you anticipate that your municipality will incur any compensation expenses for election workers attributable to Uniform Polling Hours?

Reminder: “*election worker*” refers to both municipal employees and temporary workers performing election-related duties, unless otherwise specified.

- Yes
- No

If yes to B1...

B2. * Do you anticipate that your municipality will incur compensation expenses for temporary workers attributable to Uniform Polling Hours?

Reminder: Estimated compensation payable to temporary workers for staffing polling operations after 7 a.m. and before 10 a.m. would be an estimated expense attributable to Uniform Polling Hours. Estimated compensation payable to temporary workers for performing polling location set-up before 7 a.m. would **not** be an estimated expense attributable to Uniform Polling Hours.

- Yes
- No

If yes to B2...

B3. * Will the temporary workers be paid at an hourly rate or at a flat rate (for the entire day or for a shift that covers hours between 7 a.m. and 10 a.m.)? Select all that apply.

- ☐ Hourly Rate
- ☐ Flat Rate

If yes to hourly rate for B3...

B4. * List the estimated hourly rates of pay for temporary workers at ALL polling locations attributable to Uniform Polling Hours.

Reminder: Estimated compensation payable to temporary workers for staffing polling operations may be submitted for hours that will be worked between 7 a.m. and 10 a.m., with a **maximum of 3 hours** for any one worker.

Note: Election workers who will receive different rates of pay should be entered on separate lines regardless of title or tasks that will be performed.

Note: Enter the total hours that will be worked for ALL temporary workers at the specified rate (e.g., enter a maximum of 15 total hours for 5 temporary workers who will be working between 7 a.m. and 10 a.m. at \$X/hour).

Election Type	Hourly Rate	# of Temporary Workers at Specified Hourly Rate	Total Hours Worked (all temporary workers) at Specified Hourly Rate	Total Cost

Total Estimated Hourly Temporary Worker Expenses: _____

B5. * What duties will be performed by the temporary workers listed above? Select all that apply.

Reminder: Polling location set-up for temporary workers is an **ineligible** expense and should not be submitted.

- ☐ Checking in voters
- ☐ Generally assisting voters (e.g. providing instructions on how to properly mark a ballot or use voting equipment/assisting voters with physical or visual limitations)
- ☐ Providing language assistance (e.g. acting as a translator)
- ☐ Monitoring voting equipment
- ☐ Monitoring the ballot box
- ☐ Other

If yes to "Other" for B5...

B6. * If "Other" is selected, use the comment box below to specify the duties performed.

If yes to flat rate for B3...

B7. * List the estimated flat rates of pay for temporary workers at ALL polling locations attributable to Uniform Polling Hours.

Reminder: Estimated compensation payable to temporary workers for staffing polling operations may be submitted for hours that will be worked between 7 a.m. and 10 a.m., with a **maximum of 3 hours** for any one worker.

Note: Election workers who will receive different rates of pay should be entered on separate lines regardless of title or tasks that will be performed.

Note: Enter the total hours that will be worked for ALL temporary workers at the specified rate (e.g., enter a maximum of 15 total hours for 5 temporary workers who will be working the entire day at \$X/day or a shift that covers hours between 7 a.m. and 10 a.m. at \$X/shift).

Election Type	Flat Rate	# of Hours Reflected in Flat Rate	# of Temporary Workers at Specified Flat Rate	Total Hours Worked (all temporary workers) at Specified Flat Rate	Hourly Rate Conversion from Flat Rate	Total Cost

Total Estimated Flat Rate Temporary Worker Expenses: _____

B8. * What duties will be performed by the temporary workers listed above? Select all that apply.

Reminder: Polling location set-up for temporary workers is an **ineligible** expense and should not be submitted.

- ☐ Checking in voters
- ☐ Generally assisting voters (e.g. providing instructions on how to properly mark a ballot or use voting equipment/assisting voters with physical or visual limitations)

- ☐ Providing language assistance (e.g. acting as a translator)
- ☐ Monitoring voting equipment
- ☐ Monitoring the ballot box
- ☐ Other

If yes to "Other" for B8...

B9. * If "Other" is selected, use the comment box below to specify the duties performed.

B10. * Do you anticipate that your municipality will incur additional compensation expenses for municipal employees for additional hours worked attributable to Uniform Polling Hours?

Reminder: Estimated compensation payable to municipal employees for staffing polling operations after 7 a.m. and before 10 a.m. and/or performing polling location set-up before 7 a.m. would be an estimated expense attributable to Uniform Polling Hours **if and only if:**

- (1) working those hours will cause the employee to work more than the employee's regular number of hours during the applicable pay period; **and**
- (2) the estimated compensation payable for those hours will cause the employee to receive more than the employee's regular amount of compensation for the applicable pay period (e.g., overtime pay).

- Yes
- No

If yes...

B11. * Will the municipal employees be hourly employees or salaried employees? Select all that apply.

- ☐ Hourly Employees
- ☐ Salaried Employees

If yes to hourly employees for B11...

B12. * List the estimated hourly rates of pay for additional compensation payable to hourly municipal employees for additional hours worked at ALL polling locations attributable to Uniform Polling Hours.

Reminder: Only estimated **additional** compensation for **additional** hours that will be worked before 10 a.m. may be submitted, with a **maximum of 3 hours** for any one employee *even if* reporting to the polling location before 7 a.m. Any compensation payable to employees working their regular number of hours during the applicable pay period or regular compensation payable to employees for the applicable pay period regardless of hours worked is an **ineligible** expense and should not be submitted. Separate fixed payments for polling location set-up are **ineligible** expenses and should not be submitted.

Note: Election workers who will receive different rates of pay should be entered on separate lines regardless of title or tasks that will be performed.

Note and Illustrations: Enter the total **additional** hours that will be worked for ALL municipal employees who are hourly employees at the specified rate (e.g., enter a maximum of 15 total additional hours for 5 hourly employees who will be working before 10 a.m. at \$X/hour). Whether **additional** hours will be worked by an employee before 10 a.m. on election day will depend on two factors: (1) the employee's regular start time, and (2) the number of hours that will be worked during the pay period containing Uniform Polling Hours compared to the employee's regular number of hours.

- E.g., Employee Y regularly starts at 9 a.m. but will report at 7 a.m. on election day. **Two** hours **may** be attributable to Uniform Polling Hours.
 - If Employee Y regularly works 20 hours per pay period but will work 22 hours or more due to the change in start time on election day, the **2** hours are **additional** hours attributable to Uniform Polling Hours.
 - If Employee Y regularly works 20 hours per pay period and will continue to do so regardless of the change in start time on election day by reducing other hours worked during the pay period, the 2 hours above are shifted hours, **not** additional hours, and should not be submitted.
- E.g., Employee Z regularly starts at 10 a.m. but will report at 6 a.m. on election day. **Three** hours (the maximum) **may** be attributable to Uniform Polling Hours.
 - If Employee Z regularly works 35 hours per pay period but will work 38 hours or more due to the change in start time on election day, the **3** hours above are **additional** hours attributable to Uniform Polling Hours.
 - If Employee Z regularly works 35 hours per pay period and will continue to do so regardless of the change in start time on election day by reducing other hours worked during the pay period, the 3 hours above are shifted hours, **not** additional hours, and should not be submitted.

Note: If "Other Hourly Employee" is selected, use the comment box after this question to specify the position used for the election.

Election Type	Position Type	Additional Compensation Hourly Rate	# of Employees at Specified Hourly Rate	Total Hours Worked (all employees) at Specified Hourly Rate	Total Cost

Total Estimated Hourly Employee Expenses: _____

B13. If you selected “Other Hourly Employee,” use the comment box below to specify the position used for the election.

B14. * Explain the rationale or calculation behind the compensation rates submitted above (e.g., additional hours at regular hourly rate, overtime at time and a half, specific hourly rate pursuant to a bargaining agreement, etc.). Uploading any available supporting documentation is strongly encouraged.

B15. Upload documentation (if any) to support the compensation rates submitted above.

B16. * What duties will be performed by the municipal employees listed above. Select all that apply.

- ☐ Polling location set-up
- ☐ Checking in voters
- ☐ Generally assisting voters (e.g. providing instructions on how to properly mark a ballot or use voting equipment/assisting voters with physical or visual limitations)
- ☐ Providing language assistance (e.g. acting as a translator)
- ☐ Monitoring voting equipment

- ☐ Monitoring the ballot box
- ☐ Other

If yes to "Other" for B16...

B17. * If "Other" is selected, use the comment box below to specify the duties performed.

If yes to salaried employees for B11...

B18. * List the estimated hourly rates of pay for additional compensation payable to salaried municipal employees for additional hours worked at ALL polling locations attributable to Uniform Polling Hours.

Reminder: Only estimated **additional** compensation for **additional** hours that will be worked before 10 a.m. may be submitted, with a **maximum of 3 hours** for any one employee *even if* reporting to the polling location before 7 a.m. Any compensation payable to employees working their regular number of hours during the applicable pay period or regular compensation payable to employees for the applicable pay period regardless of hours worked is an **ineligible** expense and should not be submitted. Separate fixed payments for polling location set-up are **ineligible** expenses and should not be submitted.

Note: Election workers who will receive different rates of pay should be entered on separate lines regardless of title or tasks that will be performed.

Note and Illustrations: Enter the total **additional** hours that will be worked for ALL municipal employees who are salaried employees at the specified rate (e.g., enter a maximum of 15 total additional hours for 5 salaried employees who will be working before 10 a.m. at \$X/hour). Whether additional hours will be worked by an employee before 10 a.m. on election day will depend on two factors: (1) the employee's regular start time, and (2) the number of hours that will be worked during the pay period containing Uniform Polling Hours compared to the employee's regular number of hours.

- E.g., Employee Y regularly starts at 9 a.m. but will report at 7 a.m. on election day. **Two** hours **may** be attributable to Uniform Polling Hours.
 - If Employee Y regularly works 20 hours per pay period but will work 22 hours or more due to the change in start time on election day, the **2** hours are **additional** hours attributable to Uniform Polling Hours.
 - If Employee Y regularly works 20 hours per pay period and will continue to do so regardless of the change in start time on election day by reducing other hours worked during the pay period, the 2 hours above are shifted hours, **not** additional hours, and should not be submitted.

- E.g., Employee Z regularly starts at 10 a.m. but will report at 6 a.m. on election day. **Three** hours (the maximum) **may** be attributable to Uniform Polling Hours.
 - If Employee Z regularly works 35 hours per pay period but will work 38 hours or more due to the change in start time on election day, the **3** hours above are **additional** hours attributable to Uniform Polling Hours.
 - If Employee Z regularly works 35 hours per pay period and will continue to do so regardless of the change in start time on election day by reducing other hours worked during the pay period, the 3 hours above are shifted hours, **not** additional hours, and should not be submitted.

Note: If "Other Salaried Employee" is selected, use the comment box after this question to specify the position used for the election.

Election Type	Position Type	Additional Compensation Hourly Rate	# of Employees at Specified Hourly Rate	Total Hours Worked (all employees) at Specified Hourly Rate	Total Cost

Total Estimated Salaried Employee (Hourly) Expenses: _____

B19. If you selected "Other Salaried Employee," use the comment box below to specify the position used for the election.

B20. * Explain the rationale or calculation behind the compensation rates submitted above (e.g., additional hours at regular hourly rate, overtime at time and a half, specific hourly rate pursuant to a bargaining agreement, etc.). Uploading any available supporting documentation is strongly encouraged.

B21. Upload documentation (if any) to support the compensation rates submitted above.

B22. * What duties will be performed by the municipal employees listed above? Select all that apply.

- ☐ Polling location set-up
- ☐ Checking in voters
- ☐ Generally assisting voters (e.g. providing instructions on how to properly mark a ballot or use voting equipment/assisting voters with physical or visual limitations)
- ☐ Providing language assistance (e.g. acting as a translator)
- ☐ Monitoring voting equipment
- ☐ Monitoring the ballot box
- ☐ Other

If yes to "Other" for B22...

B23. * If "Other" is selected, use the comment box below to specify the duties performed.

Section C: Public Safety Expenses

This section asks for estimated compensation payable to public safety officials attributable to Uniform Polling Hours (see *Public Safety Expenses* under *Important Notes* tab).

C1. * Do you anticipate that your municipality will incur any compensation expenses for public safety officials attributable to Uniform Polling Hours?

Reminder: "public safety official" refers to police officers and/or constables.

- Yes
- No

If yes to C1...

C2. * Are you submitting estimated compensation expenses for more than one public safety official per polling location?

- Yes
- No

If yes to C2...

C3. * Explain your municipality's specific rationale as to why estimated compensation expenses for more than one public safety official per polling location are being submitted (check all that apply).

Note: Pursuant to **M.G.L. c. 54, s. 72**, decisions regarding detailing police officers or constables for polling locations are the responsibility of the municipal governing body in consultation with the municipality's election officers and registrars. Uploading any available supporting documentation is strongly encouraged.

If yes to "Other" for C3...

C4. * If "Other" is selected, use the comment box below to explain why estimated compensation expenses for more than one public safety official per polling location are being submitted.

- ☐ Polling location necessitates public safety officials to staff the interior and exterior
- ☐ Polling location necessitates additional public safety officials to assist with traffic control
- ☐ Polling location size – location serves multiple precincts necessitating additional public safety officials
- ☐ Polling location layout – multiple spaces/rooms used for voting within a single location necessitating additional public safety officials
- ☐ Other

C5. Upload documentation (if any) to support your reasoning as to why estimated compensation expenses for more than one public safety official per polling location are being submitted.

C6. * Do you anticipate that your municipality will incur compensation expenses for public safety officials who are temporary workers attributable to Uniform Polling Hours?

- Yes
- No

If yes to C6...

C7. * Will the public safety officials who are temporary workers be paid at an hourly rate or at a flat rate (for the entire day or for a shift/detail that covers hours before 10 a.m.)? Select all that apply.

- ☐ Hourly Rate
- ☐ Flat Rate

If yes to hourly rate for C7...

C8. * List the estimated hourly rates of pay for public safety officials who are temporary workers at ALL polling locations attributable to Uniform Polling Hours.

Reminder: Estimated compensation payable to public safety officials who are temporary workers for staffing polling locations may be submitted for hours that will be worked before 10 a.m., with a **maximum of 3 hours** for any one official.

Note: Public safety officials who will receive different rates of pay should be entered on separate lines.

Note: Enter the total hours that will be worked for ALL public safety officials who are temporary workers at the specified rate (e.g., enter a maximum of 15 total hours for 5 temporary officials who will be working before 10 a.m. at \$X/hour).

Election Type	Position Type	Rank (if applicable/ known)	Hourly Rate	# of Temporary Officials at Specified Hourly Rate	Total Hours Worked (all temporary officials) at Specified Hourly Rate	Total Cost

Total Estimated Public Safety Hourly Temporary Worker Expenses: _____

C9. * Explain the rationale or calculation behind the compensation rates submitted above. Uploading any available supporting documentation is strongly encouraged.

C10. Upload documentation (if any) to support the compensation rates submitted above.

C11. * What duties will be performed by the public safety officials listed above? Select all that apply.

- ☐ Monitoring the 150-foot rule for electioneering
- ☐ Directing voter traffic
- ☐ Monitoring the polling location interior
- ☐ Monitoring the ballot box
- ☐ Managing public safety officials at polling location
- ☐ Other

If yes to "Other" in C11...

C12. * If "Other" is selected, use the comment box below to specify the duties performed.

If yes to flat rate in C7...

C13. * List the estimated flat rates of pay for public safety officials who are temporary workers at ALL polling locations attributable to Uniform Polling Hours.

Reminder: Estimated compensation payable to public safety officials who are temporary workers for staffing polling locations may be submitted for hours that will be worked before 10 a.m., with a **maximum of 3 hours** for any one official.

Note: Public safety officials who will receive different rates of pay should be entered on separate lines.

Note: Enter the total hours that will be worked for ALL public safety officials who are temporary workers at the specified rate (e.g., enter a maximum of 15 total hours for 5 temporary officials who will be working the entire day at \$X/day or a shift/detail that covers hours before 10 a.m. at \$X/shift/detail).

Election Type	Position Type	Rank (if applicable/known)	Flat Rate	# of Hours Reflected in Flat Rate	# of Temporary Officials at Specified Flat Rate	Total Hours Worked (all temporary officials) at Specified Flat Rate	Hourly Rate Conversion from Flat Rate	Total Cost

Total Estimated Public Safety Flat Rate Temporary Worker Expenses: _____

C14. * Explain the rationale or calculation behind the compensation rates submitted above. Uploading any available supporting documentation is strongly encouraged.

C15. Upload documentation (if any) to support the compensation rates submitted above.

C16. * What duties will be performed by the public safety officials listed above? Select all that apply.

- ☐ Monitoring the 150-foot rule for electioneering
- ☐ Directing voter traffic
- ☐ Monitoring the polling location interior
- ☐ Monitoring the ballot box
- ☐ Managing public safety officials at polling location
- ☐ Other

If yes to "Other" in C16...

C17. * If "Other" is selected, use the comment box below to specify the duties performed.

C18. * Do you anticipate that your municipality will incur additional compensation expenses for public safety officials who are municipal employees for additional hours worked attributable to Uniform Polling Hours?

Reminder: Estimated compensation payable to public safety officials who are municipal employees for staffing polling locations may be submitted for hours that will be worked before 10 a.m., with a **maximum of 3 hours** for any one official, **if and only if:**

- (1) working those hours will cause the employee to work more than the employee's regular number of hours during the applicable pay period; **and**
- (2) the estimated compensation payable for those hours will cause the employee to receive more than the employee's regular amount of compensation for the applicable pay period (e.g., overtime, detail pay).

- Yes
- No

If yes to C18...

C19. * Will the public safety officials who are municipal employees be hourly employees or salaried employees? Select all that apply.

- ☐ Hourly Employees
- ☐ Salaried Employees

If yes to hourly employees in C19...

C20. * Will the public safety officials who are hourly municipal employees be paid at an hourly rate or at a flat rate (for the entire day or for a shift/detail that covers hours before 10 a.m.)? Select all that apply.

- ☐ Hourly Rate
- ☐ Flat Rate

If yes to hourly rate in C20...

C21. * List the estimated hourly rates of pay for additional compensation payable to public safety officials who are hourly municipal employees for additional hours worked at ALL polling locations attributable to Uniform Polling Hours.

Reminder: Only estimated **additional** compensation for **additional** hours that will be worked before 10 a.m. may be submitted, with a **maximum of 3 hours** for any one official. Any compensation payable to employees working their regular number of hours during the applicable pay period or regular compensation payable to employees for the applicable pay period regardless of hours worked is an **ineligible** expense and should not be submitted.

Note: Public safety officials who will receive different rates of pay should be entered on separate lines.

Note and Illustrations: Enter the total **additional** hours that will be worked for ALL public safety officials who are hourly employees at the specified rate (e.g., enter a maximum of 15 total additional hours for 5 hourly employees who will be working before 10 a.m. at \$X/hour). Whether additional hours will be worked by an employee before 10 a.m. on election day will depend on two factors: (1) the employee's regular start time, and (2) the number of hours that will be worked during the pay period containing Uniform Polling Hours compared to the employee's regular number of hours.

- E.g., Employee Y regularly starts at 9 a.m. but will report at 7 a.m. on election day. **Two** hours **may** be attributable to Uniform Polling Hours.
 - If Employee Y regularly works 20 hours per pay period but will work 22 hours or more due to the change in start time on election day, the **2** hours are **additional** hours attributable to Uniform Polling Hours.
 - If Employee Y regularly works 20 hours per pay period and will continue to do so regardless of the change in start time on election day by reducing other hours worked during the pay period, the 2 hours above are shifted hours, **not** additional hours, and should not be submitted.
- E.g., Employee Z regularly starts at 10 a.m. but will report at 6 a.m. on election day. **Three** hours (the maximum) **may** be attributable to Uniform Polling Hours.
 - If Employee Z regularly works 35 hours per pay period but will work 38 hours or more due to the change in start time on election day, the **3** hours above are **additional** hours attributable to Uniform Polling Hours.
 - If Employee Z regularly works 35 hours per pay period and will continue to do so regardless of the change in start time on election day by reducing other hours worked during the pay period, the 3 hours above are shifted hours, **not** additional hours, and should not be submitted.

Election Type	Position Type	Rank (if applicable/known)	Additional Compensation Hourly Rate	# of Employee Officials at Specified Hourly Rate	Total Hours Worked (all employee officials) at Specified Hourly Rate	Total Cost

Total Estimated Public Safety Hourly Employee Expenses: _____

C22. * Explain the rationale or calculation behind the compensation rates submitted above (e.g., additional hours at regular hourly rate, overtime at time and a half, specific hourly rate pursuant to a bargaining agreement, etc.). Uploading any available supporting documentation is strongly encouraged.

C23. Upload documentation (if any) to support the compensation rates submitted above.

C24. * What duties will be performed by the public safety officials listed above (check all that apply)?

- ☐ Monitoring the 150-foot rule for electioneering
- ☐ Directing voter traffic
- ☐ Monitoring the polling location interior
- ☐ Monitoring the ballot box
- ☐ Managing public safety officials at polling location
- ☐ Other

If "Other" is selected for C24...

C25. * If "Other" is selected, use the comment box below to specify the duties performed.

If yes to flat rate in C20...

C26. * List the estimated flat rates of pay for additional compensation payable to public safety officials who are hourly municipal employees for additional hours worked at ALL polling locations attributable to Uniform Polling Hours.

Reminder: Only estimated **additional** compensation for **additional** hours that will be worked before 10 a.m. may be submitted, with a **maximum of 3 hours** for any one official. Any compensation payable to employees working their regular number of hours during the applicable pay period or regular compensation payable to employees for the applicable pay period regardless of hours worked is an **ineligible** expense and should not be submitted.

Note: Public safety officials who will receive different rates of pay should be entered on separate lines.

Note and Illustrations: Enter the total **additional** hours that will be worked for ALL public safety officials who are hourly employees at the specified rate (e.g., enter a maximum of 15 total additional hours for 5 hourly employees who will be working the entire day at \$X/day or a shift/detail that covers hours before 10 a.m. at \$X/shift/detail). Whether additional hours will be worked by an employee before 10 a.m. on election day will depend on two factors: (1) the employee's regular start time, and (2) the number of hours that will be worked during the pay period containing Uniform Polling Hours compared to the employee's regular number of hours.

- E.g., Employee Y regularly starts at 9 a.m. but will report at 7 a.m. on election day. **Two** hours **may** be attributable to Uniform Polling Hours.
 - If Employee Y regularly works 20 hours per pay period but will work 22 hours or more due to the change in start time on election day, the **2** hours are **additional** hours attributable to Uniform Polling Hours.
 - If Employee Y regularly works 20 hours per pay period and will continue to do so regardless of the change in start time on election day by reducing other hours worked during the pay period, the 2 hours above are shifted hours, **not** additional hours, and should not be submitted.
- E.g., Employee Z regularly starts at 10 a.m. but will report at 6 a.m. on election day. **Three** hours (the maximum) **may** be attributable to Uniform Polling Hours.
 - If Employee Z regularly works 35 hours per pay period but will work 38 hours or more due to the change in start time on election day, the **3** hours above are **additional** hours attributable to Uniform Polling Hours.
 - If Employee Z regularly works 35 hours per pay period and will continue to do so regardless of the change in start time on election day by reducing other hours worked during the pay period, the 3 hours above are shifted hours, **not** additional hours, and should not be submitted.

Election Type	Position Type	Rank (if applicable /known)	Additional Compensation Flat Rate	# of Hours Reflected in Flat Rate	# of Temporary Officials at Specified Flat Rate	Total Hours Worked (all temporary officials) at Specified Flat Rate	Hourly Rate Conversion from Flat Rate	Total Cost

Total Estimated Public Safety Hourly Employee (Flat Rate) Expenses: _____

C27. * Explain the rationale or calculation behind the compensation rates submitted above (e.g., specific detail rate pursuant to a bargaining agreement, etc.). Uploading any available supporting documentation is strongly encouraged.

C28. Upload documentation (if any) to support the compensation rates submitted above.

C29. * What duties will be performed by the public safety officials listed above (check all that apply)?

- ☐ Monitoring the 150-foot rule for electioneering
- ☐ Directing voter traffic
- ☐ Monitoring the polling location interior
- ☐ Monitoring the ballot box
- ☐ Managing public safety officials at polling location
- ☐ Other

If Other is selected for C29...

C30. * If "Other" is selected, use the comment box below to specify the duties performed.

If yes to salaried employees in C19...

C31. * Will the public safety officials who are salaried municipal employees be paid at an hourly rate or at a flat rate (for the entire day or for a shift/detail that covers hours before 10 a.m.)? Select all that apply.

- ☐ Hourly Rate
- ☐ Flat Rate

If yes to hourly rate in C31...

C32. * List the estimated hourly rates of pay for additional compensation payable to public safety officials who are salaried municipal employees for additional hours worked at ALL polling locations attributable to Uniform Polling Hours.

Reminder: Only estimated **additional** compensation for **additional** hours that will be worked before 10 a.m. may be submitted, with a **maximum of 3 hours** for any one official. Any compensation payable to employees working their regular number of hours during the applicable pay period or regular compensation payable to employees for the applicable pay period regardless of hours worked is an **ineligible** expense and should not be submitted.

Note: Public safety officials who will receive different rates of pay should be entered on separate lines.

Note and Illustrations: Enter the total **additional** hours that will be worked for ALL public safety officials who are salaried employees at the specified rate (e.g., enter a maximum of 15 total additional hours for 5 salaried employees who will be working before 10 a.m. at \$X/hour). Whether additional hours will be worked by an employee before 10 a.m. on election day will depend on two factors: (1) the employee's regular start time, and (2) the number of hours that will be worked during the pay period containing Uniform Polling Hours compared to the employee's regular number of hours.

- E.g., Employee Y regularly starts at 9 a.m. but will report at 7 a.m. on election day. **Two** hours **may** be attributable to Uniform Polling Hours.
 - If Employee Y regularly works 20 hours per pay period but will work 22 hours or more due to the change in start time on election day, the **2** hours are **additional** hours attributable to Uniform Polling Hours.
 - If Employee Y regularly works 20 hours per pay period and will continue to do so regardless of the change in start time on election day by reducing other hours worked during the pay period, the 2 hours above are shifted hours, **not** additional hours, and should not be submitted.
- E.g., Employee Z regularly starts at 10 a.m. but will report at 6 a.m. on election day. **Three** hours (the maximum) **may** be attributable to Uniform Polling Hours.

- If Employee Z regularly works 35 hours per pay period but will work 38 hours or more due to the change in start time on election day, the **3** hours above are **additional** hours attributable to Uniform Polling Hours.
- If Employee Z regularly works 35 hours per pay period and will continue to do so regardless of the change in start time on election day by reducing other hours worked during the pay period, the 3 hours above are shifted hours, **not** additional hours, and should not be submitted.

Election Type	Position Type	Rank (if applicable/known)	Additional Compensation Hourly Rate	# of Employee Officials at Specified Hourly Rate	Total Hours Worked (all employee officials) at Specified Hourly Rate	Total Cost

Total Estimated Public Safety Salaried Employee (Hourly) Expenses: _____

C33. * Explain the rationale or calculation behind the compensation rates submitted above (e.g., additional hours at regular hourly rate, overtime at time and a half, specific hourly rate pursuant to a bargaining agreement, etc.). Uploading any available supporting documentation is strongly encouraged.

C34. Upload documentation (if any) to support the compensation rates submitted above.

C35. * What duties will be performed by the public safety officials listed above (check all that apply)?

- ☐ Monitoring the 150-foot rule for electioneering
- ☐ Directing voter traffic
- ☐ Monitoring the polling location interior
- ☐ Monitoring the ballot box
- ☐ Managing public safety officials at polling location
- ☐ Other

If "Other" is selected for C35...

C36. * If "Other" is selected, use the comment box below to specify the duties performed.

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If yes to flat rate in C31...

C37. * List the estimated flat rates of pay for additional compensation payable to public safety officials who are salaried municipal employees for additional hours worked at ALL polling locations attributable to Uniform Polling Hours.

Reminder: Only estimated **additional** compensation for **additional** hours that will be worked before 10 a.m. may be submitted, with a **maximum of 3 hours** for any one official. Any compensation payable to employees working their regular number of hours during the applicable pay period or regular compensation payable to employees for the applicable pay period regardless of hours worked is an **ineligible** expense and should not be submitted.

Note: Public safety officials who will receive different rates of pay should be entered on separate lines.

Note and Illustrations: Enter the total **additional** hours that will be worked for ALL public safety officials who are salaried employees at the specified rate (e.g., enter a maximum of 15 total additional hours for 5 salaried employees who will be working the entire day at \$X/day or a shift/detail that covers hours before 10 a.m. at \$X/shift/detail). Whether additional hours will be worked by an employee before 10 a.m. on election day will depend on two factors: (1) the employee's regular start time, and (2) the number of hours that will be worked during the pay period containing Uniform Polling Hours compared to the employee's regular number of hours.

- E.g., Employee Y regularly starts at 9 a.m. but will report at 7 a.m. on election day. **Two** hours **may** be attributable to Uniform Polling Hours.
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- If Employee Z regularly works 35 hours per pay period but will work 38 hours or more due to the change in start time on election day, the **3** hours above are **additional** hours attributable to Uniform Polling Hours.
- If Employee Z regularly works 35 hours per pay period and will continue to do so regardless of the change in start time on election day by reducing other hours worked during the pay period, the 3 hours above are shifted hours, **not** additional hours, and should not be submitted.

Election Type	Position Type	Rank (if applicable /known)	Additional Compensation Flat Rate	# of Hours Reflected in Flat Rate	# of Temporary Officials at Specified Flat Rate	Total Hours Worked (all temporary officials) at Specified Flat Rate	Hourly Rate Conversion from Flat Rate	Total Cost

Total Estimated Public Safety Salaried Employee (Flat Rate) Expenses: _____

C38. * Explain the rationale or calculation behind the compensation rates submitted above (e.g., specific detail rate pursuant to a bargaining agreement, etc.). Uploading any available supporting documentation is strongly encouraged.

C39. Upload documentation (if any) to support the compensation rates submitted above.

C40. * What duties will be performed by the public safety officials listed above (check all that apply)?

- ☐ Monitoring the 150-foot rule for electioneering
- ☐ Directing voter traffic
- ☐ Monitoring the polling location interior
- ☐ Monitoring the ballot box
- ☐ Managing public safety officials at polling location
- ☐ Other

If "Other" is selected for C41...

C41. * If "Other" is selected, use the comment box below to specify the duties performed.

Section D: Other Additional Expenses

D1. * Enter other estimated expenses you believe are attributable to Uniform Polling Hours for consideration. Uploading any available supporting documentation is strongly encouraged.

All estimated expenses related to compensation payable to election workers and public safety officials should have been entered in *Section B Election Worker Expenses* and *Section C Public Safety Expenses* tabs. Do not enter ineligible expenses (see *Section A Qualifying Questions* tab).

Note on Rental Expenses: Generally, polling location rental expenses would **not** be an estimated expense attributable to Uniform Polling Hours. Municipalities are required to provide polling locations notwithstanding the additional three hours of polling operations, and municipalities needing to rent polling locations would incur the expenses regardless. However, DLM will consider estimated rental expenses that can be specifically attributed to Uniform Polling Hours.

Election Type	Description of Expense	Additional Total Cost

Total Estimated Additional Expenses: _____

D2. * Explain the rationale or calculation behind the additional estimated expenses submitted above. Uploading any available supporting documentation is strongly encouraged.

D3. Upload documentation (if any) to support the additional expenses submitted above.

Section E: Certification Clause

I hereby certify that I have reviewed this cost certification survey in its entirety, that the information provided herein for the city or town named below is true and accurate to the best of my knowledge, information, and belief, that estimates have been made in good faith, and that additional supporting documentation will be provided if requested.

I further certify that my typed name below constitutes my electronic signature, being the legal equivalent of my traditional inked signature.

Signature: