



JAN 3 2008

**United States
Department of
Agriculture**

Office of the
Assistant Secretary
for Administration

1400 Independence
Avenue SW

Washington, DC
20250-0103

TO: USDA Employees

FROM: Boyd K. Rutherford
Assistant Secretary
for Administration

SUBJECT: Volunteering to Serve as Non-Partisan Poll Workers
2008 Election Schedule

We want to continue to facilitate employees who choose to participate as volunteers in their communities by engaging in public services.

There are many opportunities within your local communities to volunteer as non-partisan poll workers at the state and local levels. If you are interested in these opportunities, please visit <http://www.nased.org/membership.htm> to click on your state and find out about upcoming elections.

As done in the past and at the discretion of and with prior approval from your immediate supervisor, you may be granted administrative leave for your time spent as a volunteer participating on any pre-election training and Election Day responsibilities.

Please familiarize yourself with the guidance below.

1. To be granted administrative leave, you must obtain your supervisor's approval prior to committing your participation to your local office to volunteer as a non-partisan poll-worker. [Administrative leave cannot be granted for Get-out-the-Vote Drives, Partisan Poll Watching (or other partisan political activities), and any other similar non-governmental, election-related activities.]
2. While volunteering for public service on administrative leave, you should not accept compensation from the local election office for your time spent as a volunteer. However, it is acceptable if the election office pays or reimburses you for expenses such as parking fees and meal expenses.
3. At the end of your volunteer assignment, you should obtain a written acknowledgement from a local election official of the total time you spent as a volunteer to submit to your supervisor and timekeeper upon your return to your office.

If you have any questions, please call my staff, Magda Angulo at 202-720-3291.