

Payroll Information for Election Workers

Record of Employment (ROE)

You will receive an ROE only if you worked 35 hours or more. ROEs will be issued after all election workers' payments have been processed.

Payment Processing

If you are an intermediate worker or an election day-only worker, you will be paid by cheque. Cheques are mailed to the address on your payroll registration form. You can expect payment three weeks after election day. If you have not received your cheque within four weeks after election day, please contact Elections Nova Scotia.

Expense Payments

Eligible expenses must be approved by your returning officer and submitted on a Statement of Expenses form. Expenses are not included on your pay cheque - they are paid separately.

Cheques

You may receive two separate cheques as an election worker: one as your pay cheque, the other as your expense cheque. These cheques come from different sources, and look different, too.

1. Pay cheques are printed in a self-sealed white envelope from the payroll provider.
2. Expense cheques are printed in a window envelope from the Province of Nova Scotia.

Changes to Personal Information

If you are an election worker and change your address, your telephone number, or your legal name, you need to let us know so we can pay you promptly. To change your information

- during an election, contact your returning officer
- after an election, contact Elections Nova Scotia

Even if you have changed your personal information for the list of electors, you still need to let the finance team at Elections Nova Scotia know; otherwise, your payment may be delayed.



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The Elections Act and relevant federal and provincial legislation prevail over any information set out in this brochure.

Welcome to Elections Nova Scotia

It takes thousands of people to run an election in Nova Scotia. Thank you for being one of them. This information will help you understand what you can expect to be paid, and how you can help make it as easy as possible for us to pay you quickly.

Payroll Registration

The first step is to complete and sign a payroll registration form. Please fill in your

- legal name (no nick names)
- complete mailing address
- Social Insurance Number
- date of birth
- telephone number

Check to make sure the information is complete and that you have signed the form. This will ensure prompt payment. You only need to complete one payroll registration form no matter how many different jobs you may work during the election.

Position Classifications

Elections Nova Scotia classifies election workers into three groups. Each position has a maximum number of hours allowed.

Ask your returning officer for the number of hours for your assigned position, including training hours.

- Core returning office staff will work more than 35 hours
- Intermediate workers may work more than 35 hours
- Election day-only workers will work fewer than 35 hours

35-Hour Rule and Payroll Deductions

Payroll deductions are

- Canada Pension Plan (CPP)
- Employment Insurance (EI)
- Income Tax

If you work fewer than 35 hours as an election worker in the same calendar year for Elections Nova Scotia, you will not have CPP and EI deducted from your payment. However, your income is still subject to income tax, no matter how many hours you work and you will receive a T-4 from Elections Nova Scotia.

CPP Age Exemption

If you are under the age of 18, or over the age of 70, you will not have CPP deducted from your payment. If you are 65 to 69 and currently receiving CPP, you can stop the CPP deductions from your payment.

Please see your returning officer and provide your

- Canada Revenue Agency form CPT30
- confirmation that you are receiving CPP (copy of award letter or tax return)
- proof of age

Time Sheets

You will need to complete and sign a time sheet for each pay period worked during an election. Your returning officer will provide you with the form.

Rates of Pay

How much will you be paid per hour? Start by taking the current hourly minimum wage, then add on the hourly amount allowed for your position, as per the *Elections Act Tariff of Fees and Expenses*. For example: If minimum wage is \$10.30 per hour, and you are working as a deputy returning officer, your rate would be \$10.30 plus \$5 for a total hourly rate of \$15.30 per hour.

Returning officer / assistant returning officer	\$20
Election clerk / assistant election clerk	\$12
Revision assistant / deputy presiding officer	\$12
Presiding Officer.	\$12
Write-in ballot coordinator	\$10
Assistant write-in ballot coordinator	\$5
Enumerator	\$5
Supervising deputy returning officer	\$7
Deputy returning officer	\$5
Poll clerk	\$5
Information officer	\$3
Constable	\$3
Ballot box collector	\$5
Standby election officer	\$5
Election officer to count ballots	\$5

Ask your returning officer for current minimum hourly wage.

Vacation Pay

Your hourly rate as an election worker includes vacation pay, therefore you will not receive an additional amount as vacation pay. It will not be shown separately on your pay stub either.

T4 Summary

You will be issued a T4 by February 28 no matter how many hours you worked during an election in the calendar year.