Civic Time Off Toolkit
Civic Time Off (CTO) would mirror Volunteer Time Off, a policy that allows employees to receive their regular compensation for hours spent in service to an approved charitable or community organization. Under an employer-approved and adopted CTO policy, employers provide paid time off (PTO) for employees to volunteer in supporting non-partisan election activity (poll workers, Judges of Election, other non-partisan election support roles, etc.) as well as any required training to serve.

Poll workers are essential to the successful functioning of our election system—one of the key elements of our democracy. Additionally, evidence points to the fact that direct involvement in our elections instills a sense of pride and confidence, along with reassurance in the integrity of the system. At a time when our nation is experiencing deep divisions and polarization, we believe the business community has an important role to play in bringing communities together and supporting key democratic processes.
Civic Time Off (CTO) is specifically designed to support and enable volunteerism in non-partisan volunteer activities related to our elections. As envisioned, only non-partisan volunteer activities will be eligible for paid time off under the CTO initiative.

CTO should help encourage volunteerism in the “infrastructure” of our elections and is not intended to facilitate partisan, political, or advocacy-based activities.
Steps to implementing a corporate Civic Time Off program

1. **DECIDE**
   Senior Leadership decides to implement CTO Program

2. **ORGANIZE**
   Work with relevant departments to establish program logistics (time tracking, HR policies, eligible activities, etc.)

3. **COMMUNICATE**
   Plan announcement to employees (internal emails, intranet, signage in staff work areas)

4. **SUPPORT**
   Identify supportive resources for employees to engage as poll workers or in other non-partisan election roles

5. **LAUNCH**
   Formally Launch CTO Strategy using elements developed in Steps 1–4

6. **SHARE**
   Develop internal mechanisms to promote CTO volunteer experiences with fellow employees
Senior Leadership decides to implement CTO Program

Communicating the rationale for the decision to implement a CTO program will be critical to setting up the program for success. To support that effort, we have developed communications templates to help roll-out and gain support for the initiative from senior organizational leaders.

We have also developed the framework for a peer-mentoring program to provide you with access to colleagues from other organizations that have successfully implemented similar programs.

KEY STEPS

• Communicate/engage with senior staff prior to announcement to full staff
• Reach out to Chamber (national and local) for additional info
• Consider "Mentor" relationship with another company

CTO Internal Announcement Emails.docx - Google Docs
CTO Resources (Mentoring, Recruitment, Retention).docx - Google Docs
CTO Frequently Asked Questions
Each organization will establish parameters and specific requirements to govern their CTO programs. Suggested steps include:

- Confer with Human Resources to establish tracking procedures (how to request CTO, how CTO is allocated, etc.)

- Confer with General Counsel and HR to determine eligible activities (Voting, Non-Partisan Election Support, Early Ballot Counting, etc.)

**KEY STEPS**

- Formalize policies for requesting, using and tracking CTO
- Determine eligible activities for use of CTO
- Speak with key stakeholder/functions like HR, Finance, Legal, Communications
Plan announcement to employees (internal emails, intranet, signage in staff work areas)

**KEY STEPS**

- Develop communications plan for company announcement. Elements should include:
  - Message from the CEO (all-staff email, video, etc.)
  - Message to Department Heads/Senior Leaders proposing the CTO program
  - Message from Department Heads providing specific information on scheduling, reporting, etc.
  - Intranet presence, physical signage, collateral materials for staff meetings, etc.
There are several organizations with tools that could support your organization’s implementation of your Civic Time Off program. Below, we have provided links to several with varying capabilities and areas of focus:

**National Association of Secretaries of State**—Professional organization providing support and resources from Secretaries of State across the U.S. Provides direct links to state election authorities and relevant voting/poll worker information.

**Power the Polls**—Provides resources for employees to learn more about and sign up to serve as poll workers within their respective jurisdictions.

**Civic Alliance**—Provides information and resources on a broad range of civic engagement activities.

**KEY STEPS**

- Identify and provide resources for Poll Worker Recruitment opportunities
- NASS
- Civic Alliance
- Power the Polls
LAUNCH
Formally Launch CTO Strategy using elements developed in Steps 1–4

ADDITIONAL STEPS

• Develop physical signage for placement in work areas
• Promote at company events
• Develop additional collateral materials to announce/promote launch
• Develop external press strategies (release, media advisory, press event, etc.)
An important part of the CTO initiative is improving civic engagement among Americans. By encouraging employees to volunteer in one of the pillars of our system of government, the goal is to instill greater faith in the integrity of our elections system. Central to that goal is the act of sharing the volunteer experience with fellow employees and others within the community.

POTENTIAL MECHANISMS INCLUDE:

- Testimonials from CTO participants on intranet and other internal communications tools
- Spotlight or “Day in the Life” of a CTO volunteer
- Social Media posts