

Benchmarking on arrangements for Civil Service staff working at elections

	Arrangements for staff working at elections/at polling stations
Welsh Government	<p>As Civil servants are not allowed to be paid twice from the public purse, during the working week WG staff have a choice of:</p> <ul style="list-style-type: none"> • applying for paid special leave on the day/s in question and not claiming any payment from the local authority or; • applying for unpaid special leave and claiming a payment. <p>Returning Officers may pay civil servants for the hours over and above their standard hours of 7.24 or 3.42 on a pro-rata basis. Staff must liaise directly with the local authority they are working for to arrange this payment.</p> <p>For work on Saturday and Sunday, staff would be paid by the local authority for the role they are undertaking (specific arrangements vary between local authorities).</p> <p>Payment, where appropriate, will be made by PAYE and eligible for income tax and you staff need to ensure they have declared this payment to HMRC using a self-assessment form.</p>
Scottish Government	<p>SG have a choice of:</p> <ul style="list-style-type: none"> • using volunteering leave and not receive any remuneration from Returning Officers (full or half days, to cover the time you would otherwise have been at work); or • using unpaid special leave and accept remuneration from Returning Officers for the full period you volunteer <p>You must first seek permission from your line manager.</p>
Cabinet Office	<p>Civil servants that are granted time off work with pay are prohibited from accepting any additional remuneration other than for travel and subsistence.</p> <p>For any period of approved unpaid absence (such as special leave) due to public service. Remuneration or compensation must only be accepted up to the extent of their loss of earnings (e.g. their day rate in their Civil Service job). The only exception is the Armed Forces.</p>
Irish Civil Service	<p>It is expected that the One Person One Salary principal is strictly adhered to for all Civil/Public servants. While an exemption may be sought such exemptions are rarely granted and only in very exceptional circumstances.</p>

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DWP	<p>DWP staff have a choice of:</p> <ol style="list-style-type: none">1. applying for paid special leave and only accept payment from Returning Officers for hours worked outside of their normal civil service hours; or2. applying for unpaid special leave and accept payment from Returning Officers for the full period they work. <p>This approach is consistent with the Civil Service Management Code's (CSMC) principle that Civil Servants should not be paid twice from the public purse for the same hours, as well as Returning Officers' legal obligation to pay their electoral staff.</p>
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