

### **Polling Station Duties**

LBH employees will be paid as normal for a working day and will also be paid the agreed fee for the role of Presiding Officer or Poll Clerk. This recognises the requirement for staff in polling stations to work from 6.15am until after 10pm and therefore significantly longer than a normal working day. Other people who work as Presiding Officers or Poll Clerks will be paid the agreed fee only.

### **Verification and Count Duties**

For a verification or count during the working day, LBH employees will be paid as normal for a working day but will not be paid any further fee unless they are required to work outside the hours of 9am to 5pm. For any extra hours they will be paid the agreed hourly rate. LBH employees working at the GLA count will be paid as normal for a working day and will also be paid the agreed fee. This recognises the requirement for count staff at the GLA count held at Olympia to work from 5.30am until after 6pm and therefore significantly longer than a normal working day.

For a verification or count during the night before a working day, LBH employees will be paid the agreed hourly rate and given one half day's leave the following morning if they work beyond midnight. For a verification or count at the weekend, LBH employees will be paid the agreed hourly rate.

Other people who work at a verification or count whether during the working day, during the night or at the weekend will be paid the agreed hourly fee.

### **Postal Vote Opening Duties**

LBH employees will be paid as normal for a working day but will not be paid any further fee unless they are required to work outside the hours of 9am to 5pm. For any extra hours they will be paid the agreed hourly rate. If postal vote opening finishes before 5pm on any working day, LBH employees are expected to return to their desk.

LBH employees working on polling day and during the night before a working day will be paid the equivalent of the Poll Clerk fee if they work as a Postal Vote Opener and the equivalent of the Presiding Officer fee if they work as a Postal Vote Supervisor and will be given one half day's leave the following morning if they work beyond midnight.

### **Postal Vote Collectors on Polling Day**

LBH employees will be paid as normal for a working day, but will be required to work from 1pm till 9pm instead of 9am till 5pm. They will not receive a fee for work undertaken after 5pm, but will be paid mileage.