

TO: Board of Trustees

FROM: Michael Dolan, Township Clerk

DATE: April 2, 2026

AGENDA ITEM TOPIC: Temporary Part-time Election Assistants

Requested Action

- Motion to update the Salary Step Progression Plan to include the hourly rate range of \$19.00 - \$23.00 for the position of temporary election assistant.

Background

Each election cycle I hire temporary election assistants based on MCL 168.29 however, only the Township Board may set the compensation. I request that the Board approve adding “temporary election assistants” to the salary step progression plan foot note section under “Excluded from Salary Study Progression Plan”.

168.29 Appointment of assistants by clerk of county, township, city, or village; discrimination prohibited; authority, duties, oath, and compensation of assistants; instruction.

Sec. 29.

(1) The clerk of each county, township, city, and village may appoint a number of assistants as may be necessary to carry out the general provisions of the election law. The clerk of a county, township, city, or village shall consider an application for the appointment of an assistant without regard to age, socioeconomic status, sex, race, national origin, religion, political affiliation, or any disability the applicant may have.

(2) Assistants appointed under this section shall possess only the authority conferred upon them by the county, township, city, or village clerk appointing them, and shall perform only those duties that are assigned to them by the clerk. Before an assistant enters upon the discharge of his or her duties, the assistant shall take and subscribe to the oath of office as provided in section 1 of article XI of the state constitution of 1963, which shall be filed in the office of the county, township, city, or village clerk who appointed the assistant and shall be properly instructed by the county, township, city, or village clerk in the duties the assistant is assigned to

perform. An assistant may receive compensation as may be fixed by a township board or the legislative body of a county, city, or village.

Fiscal Considerations

Does the agenda item require the expenditure of funds? Yes No

Are funds budgeted? Yes No

Fiscal year affected: 2025/2026

Is a budget amendment required? Yes No

General Ledger numbers affected: 101-262.000-707.000