



INFORMATION ON BECOMING A POLL WORKER

WELCOME to Charlotte County's Supervisor of Elections webpage. Here you will see material related to what is required to become a Poll Worker. It is our hope that by taking the time to see what is required to work at the polls, you will be able to make a decision as to whether or not you wish to join "our team". Should you have any questions or comments, please do not hesitate to call our main office at 941-833-5400 and ask to be transferred to one of our Poll Worker Managers who will be available to assist you. Without the dedicated, civic-minded commitment of our registered voters, we would not be able to efficiently perform our duties on Election Day. Thank you for your interest in becoming a "Gatekeeper of Democracy."

WHAT are the requirements for becoming a Poll Worker?

-  Must be a registered voter in Charlotte County or a person who has preregistered to vote (Age 16-17). 97.041 (1) (b) F.S.
-  Must be able to read, write and speak the English language.
-  Must attend a **minimum** of three (3) to four (4) hours of training prior to each election, plus online training to enhance the classroom experience. **Access to a computer is required.**

 Incorporated within the above-mentioned mandatory training program is state-mandated training to include issues of etiquette and sensitivity with respect to voters who have a disability. The program must include actual demonstrations of obstacles confronted by disabled persons during the voting process, including obtaining access to the polling place, traveling through the polling area and using the voting system. 102.014 (7) F.S.

This program is presented through online training and access to a computer is necessary to take this training.

 Each poll worker **must have an email address** as this is the primary means by which we communicate.

 Must be courteous and polite, able to work with the public and co-workers, and remain non-partisan throughout the day.

 Must have good hearing, eyesight and ability to verbally communicate effectively.

 Must have an ability to tolerate long periods of continuous sitting, standing and the ability to lift 42 pounds, and be able to assemble and disassemble equipment.

 On Election Day you must report to your assigned polling location **no later than 6:00 A.M.**, except for Early Voting, which opens and closes at different times (see page 11). Polls officially open at 7:00 am and officially close at 7:00 pm. The Clerk will coordinate eating, restroom and outside smoking breaks accordingly. You cannot leave until the polls have closed, the last voter has cast their vote and everything is packed up.

- 🇺🇸 Poll Workers are not permitted to leave the polling location until they are released by the Clerk of their polling location.
- 🇺🇸 It is a long day, and it takes a dedicated person to serve in this capacity.

WHO comprises the Election Board?

According to Florida statutes the Supervisor of Elections shall appoint an Election Board comprised of Poll Workers who serve as Clerks and Inspectors for each polling location in the county. 102.012 (1) F.S.

- 🇺🇸 Supervisor of Elections, Hon. Paul A. Stamoulis
- 🇺🇸 Staff as directed by the Supervisor of Elections (Deputies of SOE)
- 🇺🇸 Clerk
- 🇺🇸 Assistant Clerk
- 🇺🇸 Inspectors to include Register Inspector, Ballot Inspector, Roving Inspector, Scan Inspector, *EViD* Inspector and any other essential Inspectors deemed necessary.
- 🇺🇸 Deputy

THE CLERK

Shall be in charge of, and responsible for, seeing that the Election Board carries out its duties and responsibilities. A Clerk may not work at the polls unless he or she demonstrates a working knowledge of the laws and procedures relating to voter registration, voting system operation, balloting, polling place procedures, and problem-solving and conflict-resolution skills.

102.014 (1) F.S.

- 🇺🇸 Must attend a minimum of three (3) hours of training. 102.014 (4) (a) F.S., which includes an online platform and hands-on training classes.

🇺🇸 Will assist in arranging the furniture, stationery and voting equipment.

102.012 (4)

🇺🇸 Makes sure the polling location is set-up and closed properly.

🇺🇸 Assures each voter gets the same opportunity to cast his/her ballot according to the law.

🇺🇸 Picks up all materials required for the appointed polling location according to assignment.

🇺🇸 Returns all election material to allocated site on Election Night.

ASSISTANT CLERK (at sites using *EVIDs*, only)

Complete ALL required lecture and other training methods, including online platform and hands-on training classes.

🇺🇸 Assists the Clerk in all election procedures on Election Day at sites using the Electronic Voter Identification Precinct Register (*EVIDs*).

🇺🇸 Oversees reconciliation of ballots at close of Election Day, assisting the Clerk in order to complete processes.

🇺🇸 Monitors poll workers to insure that voters are processed efficiently and in compliance with Florida election laws.

🇺🇸 Effectively communicate with the public, poll watchers & fellow poll workers.

🇺🇸 Resolves problems or conflicts that may arise at the polling place, in conjunction with the Clerks.

🇺🇸 Works at the direction of the Clerk.

🇺🇸 Is responsible for opening and closing of the *EVIDs*, equipment troubleshooting and assisting with the closing process, which enables the Clerk to get his/her job done efficiently..

- 🇺🇸 Is on-site all day, to assist with any issue that may arise.
- 🇺🇸 The Assistant Clerk has been trained and is able to help the Clerk facilitate all that is necessary to meet the objectives set forth by the Supervisor of Elections.
- 🇺🇸 On Election Day the Assistant Clerk is an additional resource that can help avoid chaos, especially during the closing process, when the Clerk's focus needs to be on ballot reconciliation. The Assistant Clerk can focus on the equipment, seeing that the teams work hand-in-hand.

THE INSPECTORS

Follows the Clerk's instructions and works together as a team to provide the voter with all of the necessary tools and proper environment to enable them to cast their ballot.

- 🇺🇸 Must attend a minimum of three (3) to four (4) hours of training, which includes an online platform.
- 🇺🇸 Will assist in arranging the furniture and voting equipment. 102.012 (4).
- 🇺🇸 Must follow the instructions of the Clerk.

REGISTER INSPECTORS

- 🇺🇸 Must attend a minimum three (3) to four (4) hours training, which includes an online platform.
- 🇺🇸 Verifies voter information in the Precinct Register.
- 🇺🇸 Verifies voter's signature comparing photo/signature ID with the signature in the Precinct Register.

🇺🇸 Issues the correct Voting Pass to the voter.

🇺🇸 Follows instructions from the Clerk.

EViD Operators

🇺🇸 Must attend a minimum of three (3) to four (4) hours training, which includes an online platform.

🇺🇸 Verifies voter information on the *EViD*.

🇺🇸 Verifies voter's signature comparing the photo/signature ID with that provided on the signature pad.

🇺🇸 Issues the correct Voting Pass to the voter.

🇺🇸 Follows instructions from the Clerk.

Ballot Inspectors

🇺🇸 Must attend a minimum of three (3) hours training, which includes an online platform.

🇺🇸 Is responsible for reviewing the voting pass for party (in a Primary Election) and precinct to determine proper ballot.

🇺🇸 Delivers paper ballot pen and secrecy sleeve to the voter, and instructs voter regarding proper process for marking/casting paper ballot.

🇺🇸 Follows instructions of the Clerk.

Scan Inspectors

🇺🇸 Must attend a minimum of three (3) hours training, which includes an online training.

🇺🇸 Is responsible for all DS200 (Optical Scan/Tabulator) duties.

🇺🇸 Stands slightly in front of or near the DS200 and assists voters as necessary.

🇺🇸 Follows instructions of the Clerk.

iVotronic Ballot Activators

🇺🇸 Each of the 35 Clerks in Charlotte County will have the necessary training to be able to provide the required ADA compliant touch-screen system for voters with disabilities.

🇺🇸 The Rover will be trained to open, operate and close the iVotronic with the Clerk as his/her backup.

THE DEPUTY

Works at the direction of the polling location Clerk and is responsible for all activity outside of the polling location. The Deputy will maintain peace and order at the polls or early voting sites. 102.031 (2) F.S.

🇺🇸 Must attend a minimum of three (3) to four (4) hours of training which includes an online platform.

🇺🇸 Is deputized by the Sheriff's Office. 102.031 (2) F.S.

🇺🇸 Will administer the oath to the Election Board at his or her polling location.

🇺🇸 Are friendly and cordial when greeting and assisting voters into the polling location.

🇺🇸 Is responsible for maintaining order, security and adherence to the laws within the 100 foot perimeter at the polling location.

🇺🇸 Follows instructions from the Clerk.

OATH

Each Poll Worker has to take and subscribe to an oath, that he or she will perform the duties of Clerk or Inspector according to law, and will endeavor to prevent all fraud, deceit, or abuse in conducting the election. 102.012 (1) F.S

Established goals of the Election Board – ensuring equal, non-discriminatory access to the election process for all voters and delivering fair and uniform treatment to all voters!

PRECINCT WORKER PAY

The Election Board consists of Poll Workers who are working at the polling locations for anything that relates to the election cycle, including early voting, primaries, special elections and Election Day. There is no guarantee of a position. The needs of Charlotte County Elections dictates the assignment of positions. If selected to work at the polls or early voting sites you are retained on a temporary basis and at the will of the Supervisor of Elections for Charlotte County. An “at will position” means you may be removed at any time, with or without cause. As a temporary contract employee you are **NOT** entitled to submit a claim for unemployment compensation. You will receive payment for all classes you attend, **EXCEPT** for online training, as there is no compensation for taking them. The online training is used as an enhancement for classes attended and made available for the convenience of our poll workers. You will be compensated if selected to work Early Voting and Election Day in addition to hands-on training classes taken. The wages described are subject to budget approval. Payment is provided only with a valid and complete Social Security number and signature on attendance logs. It is calculated

and submitted to the finance department once the election has been certified, and will be paid as quickly as possible via the mail to the address you provide. Please allow a reasonable amount of time for receipt of payment. The Poll Workers payroll is an additional project that is undertaken by the Finance Department for Charlotte County. Depending on circumstances within that department, this project may take up to **three** (3) weeks to complete. Careful scrutiny to all detail is necessary to meet guidelines and maintain fiscal responsibility to Charlotte County taxpayers. Please note that tax ramifications are applicable and subject to change.

SOCIAL SECURITY/MEDICARE TAXES

Election workers are temporary employees. “If you work as an employee in the United States, you must pay Social Security and Medicare taxes in most cases. Your payments of these taxes contribute to your coverage under the U.S. Social Security system. Social Security coverage provides retirement benefits and medical insurance (Medicare) benefits to individuals who meet certain eligibility requirements.

Your employer deducts these taxes from each wage payment. Your employer must deduct these taxes even if you do not expect to qualify for Social Security or Medicare benefits.

Income Earned

Income earned by workers is also subject to Federal Income tax. Wages of an election worker are not subject to Federal Income tax withholding; however, election workers earning \$1,700 or more **as of 2016** are subject to FICA (Federal Insurance Contributions Act) tax. Payments of \$600 or more, paid to these employees will receive a W-2 Form showing wages of

\$600 or more in Box 1. No Federal Withholding will be deducted, however, wages need to be reported.

(Note: If you retired from the Florida State Retirement System, you must allow a full year's lapse, prior to Poll Worker employment.)

The following links may provide some useful information and answer concerns/questions you may have regarding wage earnings and mandated deductions from earned income. We must adhere to state and government guidelines which are subject to change.

<http://www.irs.gov/pub/irs-pdf/p963.pdf>

<http://www.irs.gov/index.html>

-  Your Poll Worker Coordinator will discuss payment with you when you are called to work an election.
-  All Poll Workers are paid for classes they attend: \$15 for the first hour of class and \$10.00 per hour after that.

ELECTION EQUIPMENT

In Charlotte County we are a blended county using both DS200 Optical Scan equipment and the iVotronic Touch screen System for Voters with a disability. We comply with all state requirements regarding provision of ADA (Americans with Disabilities Act) equipment and environment for voters. <http://www.votingaccess.org>.

-  **DS200 Optical Scan/Tabulator** – This equipment is what the voter will feed his or her paper ballot into for tabulation.
-  **Ballot Box** – The black box/tub that the DS200 sits on. When the ballot is fed through the DS200 it drops into the black ballot box.

- 🇺🇸 **iVotronic™ Touch Screen** voting system – The touch-screen equipment will be available at each polling location to allow for voters with disabilities.
- 🇺🇸 **PEB** – Personal Electronic Ballot activates the iVotronic Touch-Screen to allow the Ballot Activator or Clerk to select a ballot style for the voter.
- 🇺🇸 **EViDs** (Electronic Voting Identification system) - are the electronic registers that allow inspectors to check voters in for processing and signature verification.

OFFICIAL TERMINOLOGY used at Polling locations

- 🇺🇸 **Voting Pass:** An official piece of paper issued to a voter at the Precinct Register Table or from the EViD, indicating precinct and ballot style.
- 🇺🇸 **Ballot Issue Table:** The location where an Inspector will retrieve the Voting Pass from the voter and then issue his or her ballot. For Early Voting, this will be near the “Ballot on Demand” Sentio Printer.
- 🇺🇸 **Precinct:** Outlined by specific boundaries, which determines the voting location where voters are assigned, according to where they live.
- 🇺🇸 **Precinct Register:** Compilation of all information on every registered voter in a given polling location. In order for the voter to be processed, they will need to sign the precinct register beside his or her name.

 **Registration Table:** Location where Inspectors will verify the voter's information. The voter will sign the designated register or signature pad (for *EViD* locations) and after proper verification the voter will then be issued his or her Voting Pass.

EARLY VOTING SITES VERSUS ELECTION DAY POLLING LOCATIONS

As a convenience to the voter, the state of Florida has mandated that the Supervisor of Elections will provide locations for the voter to cast his or her ballot during the Early Voting Period. 101.657 F.S. Early voting sites are those locations specified in Florida Statute 101.657. Early voting shall be made available on the 10th day before an election and end on the 3rd day before an election. There must be a minimum of six (6) to twelve (12) hours daily of polls being open. Each location servicing the county must be opened and closed at the same times and on the same dates. 101.657 (1)(d)

As a Poll Worker you must report to your assigned polling location as instructed by the Supervisor of Elections.

 Early voting sites open 10 days prior to an election and can process registered voters from **ANY** part of Charlotte County

versus

 Polling locations are open **ONLY** on Election Day and can process registered voters **ONLY** if the voter is from the precinct he or she is registered in.

 Times may be adjusted due to unforeseen circumstances for either Early Voting or on Election Day.

Charlotte County Early Voting Locations

Punta Gorda Main Office (Historical Courthouse)

226 Taylor Street
Punta Gorda, FL 33950

Mid-County Library

2050 Forrest Nelson Blvd.
Port Charlotte, FL 33952

Englewood Annex

6868 San Casa Drive
Englewood, FL 34224

2014 Election Dates

PRIMARY ELECTION

Early Voting: August 11, 2014 - August 24, 2014

ELECTION DAY: August 26, 2014

GENERAL ELECTION

Early Voting: October 20, 2014 - November 2, 2014

ELECTION DAY: November 4, 2014

EARLY VOTING DAY PROCESS (for persons voting using DS200 Optical Scan/Tabulator)

-  Each of the three (3) locations will process registered voters from **ANY** part of Charlotte County.
-  The voter must present approved photo/signature identification and sign the signature pad for the *EViD* (electronic voter identification system).
-  The voter will be issued a Voting Pass and proceed to the Ballot Issue Table. (*Voter's with disabilities will have the option to cast their ballot on the iVotronic™ Touch Screen voting system).
-  The Ballot Inspector will obtain the voter's paper ballot from the Ballot on Demand printer (BOD), compare the Voting Pass BOD # and the Party info for accuracy, and give the paper ballot and secrecy sleeve to the voter.
-  The voter with the paper ballot will proceed to the privacy booth, mark the ballot and place it in the secrecy sleeve.
-  The voter with the paper ballot proceeds to the scanning tabulator and will place their ballot into the DS200 Optical Scan/Tabulator (aka: Scanner) or auxiliary bin.
-  Once the voter's ballot has been accepted by the Scanner, the voter leaves the polling location.

ELECTION DAY - VOTING PROCESS

-  The polls open at 7:00 A.M, however, as a Poll Worker you must report to your assigned polling location **no later than 6:00 A.M.**, except for Early Voting

- 🇺🇸 The voter must present approved photo/signature identification and sign in (Paper Precinct Register for non-*EViD* locations or signature pad for locations using *EViDs*).
- 🇺🇸 The voter will be issued a Voting Pass and proceed to the voting equipment that meets their needs (DS200 Optical Scan Tabulator or the ADA compliant iVotronic Touch Screen which is used for voters with a disability and who prefer voting on the touch screen voting equipment).
- 🇺🇸 The voter proceeds to the Ballot Issue Table.
- 🇺🇸 The voter will either receive a paper ballot or will be escorted to the iVotronic touch-screen.
- 🇺🇸 The voter using the touch-screen system will listen to their options and be able to cast their ballot by pressing the green  diamond shaped button.
- 🇺🇸 The voter with the paper ballot will go into a privacy booth and mark his or her ballot.
- 🇺🇸 The voter with the paper ballot proceeds to the scanning tabulator and will place their ballot into the DS200 Optical Scan/Tabulator or emergency bin.
- 🇺🇸 The polling place closes at 7:00 P.M., or when the last voter in line at the time of closing has cast his or her ballot.

DEMOCRACY DEPENDS ON IT



🇺🇸 “Freedom Requires Responsibility.” Charlotte County Supervisor of Elections and staff are here to oversee and make sure that our founding fathers’ dreams of a democratic society are fulfilled. We take great pride in our core mission, to provide accurate and error-free elections. If you feel, after reading through this information that this is a job you would like to be involved with please fill out our online poll worker application and it will be submitted to us electronically. You can also call one of our offices listed below and ask us to mail a poll worker application to you.

Punta Gorda Main Office, 941-833-5400

🇺🇸 Murdock Office, 941-743-1387

🇺🇸 Englewood Office, 941-681-3717



🇺🇸 If you have any concerns, questions or comments, please feel free to contact us. We thank you for considering an opportunity to serve as one of our “**Gatekeepers** of Democracy.”

