






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 entailed with a commitment to work at the polls, you will be able to make a decision as to whether or not you are up for the role. Thank you for taking the time to see what it is all about. Should you have any questions or comments please do not hesitate in calling our offices. Someone there can assist you in getting answers or addressing your concerns/comments. 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 97.041 (1) (b) F.S.
-  Must be able to read and write the English language 102.012 (2) F.S.
-  Must attend a **minimum** of two (2) to four (4) hours of training prior to each election 102.014 (1), also (4)(a)(b) F.S.
-  Incorporated within the above mentioned mandatory training program is the state mandated training to include issues of etiquette and sensitivity with respect to voters having 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.
-  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, assemble and dismantle equipment.
- 🇺🇸 Must report to their assigned precinct **no later than 6:00 A.M.** and cannot leave until the polls have closed, the last voter has cast their vote and everything is packed up. The Clerk will release the Election Board.
100.011 F.S.
- 🇺🇸 Poll Workers are not permitted to leave the polling location until they are released by the Clerk of their precinct.
- 🇺🇸 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.







Each Poll Worker has to take and subscribe to an oath, to the effect that he or she will perform the duties of Inspector or Clerk of elections, respectively, 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!

- 🇺🇸 Supervisor of Elections, Hon. Paul A. Stamoulis
- 🇺🇸 Staff as directed by the Supervisor of Elections (Deputies of SOE)
- 🇺🇸 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 and polling place procedures, and problem-solving and conflict-resolution skills. 102.014 (1) F.S.




-  Must attend a minimum of four (4) hours of training. 102.014 (4) (a) F.S.
-  Will assist in arranging the furniture, stationery and voting equipment. 102.012 (4)
-  Makes sure that the polling location is set-up and closed properly.
-  Assures that 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.

THE INSPECTORS

Follows the Clerk's instructions; 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) hours of training. 102.014 (4) (b) F.S.
-  Will assist in arranging the furniture and voting equipment. 102.012 (4).
-  Must follow the instructions of the Clerk.


Register Inspector


-  Must attend a minimum three (3) hours training.
-  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) hours training.


 Verifies voter information on the *EVID*. (An electronic precinct register)


 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.


 Is responsible for reviewing the voting pass for party (in a primary) and precinct to determine proper ballot.


 Delivers paper ballot along with marking 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.

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

 Stands behind or near the DS200 and assists votes as necessary.

 Follows instructions of the Clerk.

iVotronic Ballot Activators

- 🇺🇸 Each of the 37 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 Clerks will instruct and or work with other members of the Election Board to set-up and dismantle the equipment.

THE DEPUTY

Works at the direction of the precinct 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 two (2) hours of training. 102.014 F.S.
- 🇺🇸 Is deputized by the Sheriff's Office. 102.031 (2) F.S.
- 🇺🇸 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.

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 dictate 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 that 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 and if selected to work early voting or the elections you will be compensated for this in addition. 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. At this point 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 *six* (6) weeks to complete. Careful scrutiny to all detail is necessary to meet guidelines and maintain fiscal responsibility to Charlotte County taxpayers. Please know that every effort is made by all those involved with calculating and processing payments to expedite delivery, but it takes time and should not be counted on for anything more than extra cash for services rendered.

Tax ramifications per the United States Social Security rules are 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."

Therefore income earned by these workers is subject to federal income tax. Wages of an election worker are not subject to federal income tax withholding; however election workers earning \$1,400 or more for the calendar year are subject to FICA (Federal Insurance Contributions Act) tax. Payments of \$600 or more, paid to these employees are reported on Form W-2, not on Form 1099 MISC, Miscellaneous Income.


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

The 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>

 All Poll Workers are paid for classes they attend at \$25 per class.

 Clerk - \$180.00

 Register Inspector - \$140.00

 *EVID* Operator - \$140.00

🇺🇸 Scan Inspector - \$140.00

🇺🇸 Ballot Inspector - \$140.00


🇺🇸 Deputy - \$140.00


🇺🇸 Early voting is paid at a rate of \$100.00 per day (May be adjusted due to unforeseen circumstances)


The wages described are subject to change based upon current fiscal year budget approval.


ELECTION EQUIPMENT


In Charlotte County we are a blended county using both DS200 Optical Scan equipment and the iVotronic Touch screen System, for those with need for an audio ballot. 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 they drop 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 who require the ballot to have an audio component allowing them to cast their ballot.

 **PEB** – Personal Electronic Ballot activates the 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 Precincts

-  ***EVID* Voting Pass:** An official piece of paper that indicates the voter has been properly processed by an Inspector, signed the designated register (for non-*EVID* locations) or signature pad (for *EVID* locations) and is eligible to receive his or her ballot.
-  **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 this is 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 precinct. 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 (for non-*EVID* locations) or signature pad (for *EVID* locations) and is then eligible to receive his or her Voting Pass.


EARLY VOTING SITES VERSUS PRECINCTS

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. 101.657 F.S. Early voting site means those locations specified in statute. 101.657. Early voting shall be made available on the 15th day before an election and end on the 2nd day before an election. There must be a minimum of eight (8) hours aggregate weekend and eight (8) hours daily of polls being open. Each location servicing the county must be open and closed at the same times and on the same dates. 101.657 (1)(d)

In Charlotte County our sites are open from 9:00 A.M. – 5:00 P.M. Monday – Friday and Saturday and Sunday 9:00 A.M. – 1:00 P.M. in order to accommodate all voters schedules.


 Early voting sites are open up to 15 days prior to an election and can process registered voter's from **ANY** part of Charlotte County

versus

 Precincts are open **ONLY** on Election Day and can process registered voter's **ONLY** from the precinct the voter is registered in

 Early voting sites are open 9:00 A.M. until 5:00 P.M.

versus

 Precincts are open 7:00 A.M. until 7:00 P.M.

Charlotte County offers Early Voting at:

Locations and Dates

Election and Early Voting Dates

Punta Gorda Main Office 226 Taylor Street
Punta Gorda, FL
33950










PRIMARY – August 24, 2010
8/9/2010 - 8/22/2010

Mid-County Library 2050 Forrest Nelson
Boulevard
Port Charlotte, FL 33952











GENERAL – November 2, 2010
10/18/10 – 10/31/10

Englewood Annex 6868 San Casa Drive
Englewood, FL 34224

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

-  The polls open at 9:00 A.M.
-  Each of the three (3) locations will process registered voters from **ANY** part of Charlotte County.
-  The voter must present approved picture/signature identification and sign the signature pad for the *EVID* (electronic voter identification system).
-  The voter will be issued a Voting Pass and will 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, compare the Voting Pass BOD # and the Party info for accuracy and give the paper ballot, marking pen 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.
-  The polling place closes at 5:00 P.M. or when the last voter in line, at the time of closing, has cast his or her ballot.

ELECTION DAY - VOTING PROCESS

-  The polls open at 7:00 A.M.
-  The voter must present approved picture/signature identification and sign in (Precinct Register for non-*EVID* locations or signature pad for locations using *EVIDs*).
-  The voter will be issued a Voting Pass and proceeds to the voting equipment that meets their needs (DS200 Optical Scan/Tabulator unless voter has a disability requiring the need for using the ADA compliant iVotronic touch screen 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 print, complete the following POLL WORKER APPLICATION.

Please do feel free to contact our offices, at 941-833-5400, if you have any concerns, questions or comments. We thank you for considering an opportunity to serve as a “**Gatekeeper** of Democracy.”



