



## 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 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. Should you have any questions or comments please do not hesitate to call our main office at 941-833-5400 and one of our Poll Worker Managers 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 pre-registered to vote 97.041 (1) (b) F.S.
-  Must be able to read, write and speak the English language.
-  Must attend a **minimum** of two (2) hours of hands-on training (depending on your position) for each election, plus take an online ADA Sensitivity training course mandated by the State of Florida to enhance the classroom experience. **Access to a computer is required.**
-  Incorporated within the above mentioned mandatory training program is the State mandated training to include issues of etiquette and sensitivity with respect to voters with disabilities. 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 their own 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, assemble and disassemble equipment.
-  On Election Day you must report to your assigned Polling Location **no later than 6:00 A.M.** Polls officially open at 7:00 am and officially close at 7:00 pm. The Clerk will coordinate lunch breaks, restroom and outside smoking breaks accordingly. You may not leave your Polling Location until the polls have closed, the last voter has cast their vote and everything is packed up. 100.011 F.S.
-  Poll Workers are not permitted to leave the polling location until they are released by the Clerk everyone leaves together.
-  It is a long day and it takes a dedicated person to serve in this capacity.

## WHO is 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
- 🇺🇸 Ballot Captains, Ballot Issuers (Runners), Rovers, Scan Inspector, and *EViD* Operators.
- 🇺🇸 Deputy
- 🇺🇸 Alternates

## CLERK

Shall be in charge of, and responsible for, seeing 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 three (3) hours of hands-on classroom training prior to each election and a one (1) hour online ADA sensitivity course. 102.014 (4) (a) F.S.
- 🇺🇸 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

Completes ALL required hands-on classroom training including an ADA online sensitivity course.

- 🇺🇸 Helps facilitate at Election Day sites using *EVIDs*.
- 🇺🇸 Assists the Clerk in all stages of Election Day procedures.
- 🇺🇸 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 Clerk.
- 🇺🇸 Works at the direction of the Clerk.
- 🇺🇸 Is responsible for opening and closing of *EVIDs*.
- 🇺🇸 Is on-site all day to assist with any issue that may arise.
- 🇺🇸 The Assistant Clerk is an extra resource who 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.
- 🇺🇸 The Assistant Clerk will open and close the shared equipment (*EVIDs*), and assist with the closing process, enabling the Clerk to get his/her job done efficiently.
- 🇺🇸 On Election Day the Assistant Clerk is an additional resource that can help avoid chaos, especially during the closing processes, when the Clerk's focus needs to be on reconciliation and focus on the equipment, seeing that the teams work hand-in-hand.

## THE INSPECTORS

### *EViD* Operators

-  Must attend a minimum of two (2) hours of hands-on classroom training and a one (1) hour online ADA Sensitivity course mandated by the State of Florida. (One time per Election Cycle)
-  Verifies voter information on the *EViD*. (An electronic voter identification device)
-  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 Clerks instructions.

### Ballot Captains

-  Must attend a minimum of two (2) hours of hands-on classroom training, and one (1) hour online ADA Sensitivity course mandated by the State of Florida. (One time per Election Cycle)
-  Is responsible for reviewing the voting pass for voter's party (in a Primary) and precinct to determine proper ballot.
-  Hands voter a ballot and secrecy sleeve instructing the voter how to properly mark the ballot when casting their vote.
-  Directs voter to the voting booth.
-  Follows Clerk's instructions.

## Ballot Issuer/Runner

-  Must attend a minimum of two (2) hours hands-on classroom training, and one (1) hour online ADA Sensitivity course mandated by the State of Florida. (One time per Election Cycle)
-  At the instruction of the Ballot Captain, the Ballot Issuer/Runner obtains the correct ballot style, takes the ballot to the Ballot Captain to be verified for correct ballot style before handing the ballot to the voter.

## Scan Inspectors

-  Must attend a minimum of two (2) hours of hands-on classroom training, and one (1) hour online ADA Sensitivity course mandated by the State of Florida. (One time per Election Cycle)
-  Stands near the DS200(Optical Scan/Tabulator) and instructs voter to insert ballot into the larger guide of the DS200.
-  If voter has used the ExpressVote, Scan Inspector will instruct voter to insert the ballot card into the smaller guide on the top of the DS200.
-  Collects secrecy sleeves from the voters, then delivers them to the Ballot Captain.
-  Issues an “I Voted” Sticker to each voter after ballot has been tabulated.
-  Scan Inspector does not look at or touch the voter’s ballot.
-  Follows Clerks instructions.

## DEPUTY

Works at the direction lawful commands of the Clerk and shall maintain good order. The Deputy maintains peace and order at the polls and early voting sites. 102.031 (2) F.S.

-  Must attend a minimum of two (2) hours of hands-on classroom training, and one (1) hour online ADA Sensitivity course mandated by the State of Florida. (One time per Election Cycle)
-  Is deputized by a Deputy Sheriff for each polling place and each Early Voting site. 102.031 (2) F.S.
-  Places signs outside in a clear and visible location from the street which direct, instruct, and inform the voters.
-  Recites the oath and swears in the Election Board at exactly 7:00am stating “I declare the Polls are officially open!”, and at exactly 7:00pm states “I declare the Polls are officially closed!”.
-  Friendly and cordial when greeting and assisting voters into the polling location.
-  Responsible for maintaining order, security and adherence to the laws within the 100’ perimeter “No Solicitation Zone” from the door of the polling place.
-  Follows Clerk’s instructions.

## ALTERNATE

-  Alternates are required to complete a two (2) hours hands-on classroom training and the online sensitivity training course. An Alternate is someone who is on stand-by, prepared to leave their home by 6:00A.M. and will be on stand-by between 6:00AM-8:00AM if another Poll Worker is unavailable at the last minute on Election Day.

The pay is \$25 to be on stand-by if they are not called in to work. If you have not heard from the Poll Worker Department by 8:00A.M., you are free to go about your day.

## OATH

Each Poll Worker has to take and subscribe to an oath, “I will solemnly swear that I will perform the duties of Poll Worker, according to law and will endeavor to prevent all fraud, deceit, or abuse in conducting the same for this 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.

## ELECTION 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 online training. The online sensitivity training is mandated by the State of Florida. Other online classes available can be used as a review, but there is no compensation for these classes. If selected

to work Early Voting you will be compensated for this in addition to hands-on classes taken and working on Election Day. The wages described are subject to budget approval. Payment is provided only with a signature on attendance logs, and you will be contacted by the Poll Worker Department for your social security number.

Pay is calculated and submitted to the Finance Department once the election has been certified, and will be paid as quickly as possible by 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 **three** (3) 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. 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.”

### **INCOME EARNED**

Income earned by workers is subject to Federal Income Tax. Wages of an election worker are not subject to Federal Income Tax withholding; however, election workers earning \$1,700 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 (except online training) and will be compensated \$15.00 for the first hour and \$10 for each additional hour thereafter.

## **ELECTION EQUIPMENT**

In Charlotte County we are a blended county using both DS200 Optical Scan equipment and the ExpressVote 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 they drop into the black ballot box.
- 🇺🇸 **EViD** (Electronic Voting Identification Device) - the electronic register that allows EViD Operators to check in voters for processing and signature verification.
- 🇺🇸 **ExpressVote** ADA Touch Screen voting system – This is a universal voting system, which utilizes a *touch screen* technology and produces a paper-based ballot card for tabulation.

## OFFICIAL TERMINOLOGY

- 🇺🇸 **Precinct:** Outlined by specific boundaries, this is the voting location where voters are assigned according to where they live.
- 🇺🇸 **Voter Check-In Table:** Location where EViD Inspectors verify the voter's information. The voter will sign the signature pad and after proper verification the voter will be issued a voting pass.
- 🇺🇸 **Voting Pass:** An official piece of paper issued to the voter at the voter check-in table indicating their precinct and ballot style.
- 🇺🇸 **Ballot Captain Table:** Reviews the voting pass and determines if it is the proper ballot style, hands the ballot to the voter, and directs voter to the voting booth.

## EARLY VOTING SITES vs 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 their 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)

In Charlotte County the polls open promptly at 7:00 A.M. and close promptly at 7:00 P.M. The three Early Voting Locations are open Monday – Sunday (including weekends) in order to accommodate all voters' schedules. However, as a Poll Worker you must report to your assigned precinct **no later than 6:00 A.M** or as instructed by the Supervisor of Elections.

 Early voting sites are open by law up to 10 days prior to an election and all registered voters in Charlotte County can vote at **any** of the three Early Voting Locations. (See next page for locations)

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 Your specific Polling Location is open **ONLY** on Election Day and can process registered voters **ONLY** from the precinct in which the voter is registered.

 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 Regional Library**

2050 Forrest Nelson Blvd.  
Port Charlotte, FL 33952

**Englewood Annex**

6868 San Casa Drive  
Englewood, FL 34224

**2018 Election Dates**

**PRIMARY ELECTION:**

EARLY VOTING: August 13, 2018-August 26, 2018  
ELECTION DAY: Tuesday, August 28, 2018

**GENERAL ELECTION:**

EARLY VOTING: October 22, 2018-November 4, 2018  
ELECTION DAY: Tuesday, November 6, 2018

## EARLY VOTING DAY PROCESS

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 Device).
- 🇺🇸 The voter will be issued a ballot from the Ballot on Demand Printer, after it is checked for the correct precinct and ballot style. The Ballot is placed in a secrecy sleeve and the voter is directed to the privacy booth. (\*Voter's with disabilities will have the option to cast their ballot on the ExpressVote Touch Screen voting system).
- 🇺🇸 The voter with the paper ballot proceeds to the privacy booth, marks their ballot and places it in the secrecy sleeve and proceed to the DS200 Optical Scan/Tabulator.
- 🇺🇸 Voters who chose to use the ADA ExpressVote will place their ballot card in a secrecy sleeve and proceed to the DS200 Optical Scan/Tabulator.

Once the ballot has been accepted by the scanner the screen will read "Thank you for voting. Your ballot has been counted."

## ELECTION DAY- VOTING PROCESS

-  At exactly at 7:00 A.M. the Deputy announces “I declare the Polls officially open!” Poll Workers must report to their assigned Polling Location **no later than 6:00 A.M.**
-  The voter must present approved photo/signature identification and sign the signature pad for the *EViD* (Electronic Voter Identification Device).
-  The voter will be issued a Voting Pass and proceed to the Ballot Captain Table who will have the Ballot Issuer retrieve their correct ballot style, put it in the secrecy sleeve and direct the voter to the privacy booth. When selections are completed voter proceeds to the DS200 Optical Scan/Tabulator to insert their ballot for tabulation.
-  Voters who choose to use the ADA compliant ExpressVote will be directed to the Clerk after check-in who will assist the voter over to the ExpressVote to begin the voting process. After the voter has completed their selections, they are directed to the DS200 Optical Scan/Tabulator to insert their ballot card in the top guide for tabulation.
-  At exactly **7:00 P.M.** the Deputy announces “I declare the Polls are now closed.” If the last voter is in line at **7:00 P.M.**, the Deputy is to stand behind that last voter and announce the Polls are closed.

## 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, 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 you a Poll Worker application.

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 a “**Gatekeeper** of Democracy.”



