



“And so, my fellow Americans: ask not what your country can do for you—ask what you can do for your country!”

John F. Kennedy, January 20, 1961

Elections are coming to a polling site near you. Everyone will be there: friends, family, co-workers and neighbors. Your local municipality needs you!

You can help by taking a day of vacation from your job and working at a poll site. Election Day can be a long day, but it is very rewarding knowing you’ve helped your country provide its most basic right to the people. If you need more incentive, the City of Wausau pays \$8.00 per hour. Training is provided by the City Clerk and consists of reading material and attendance at one paid class (about 2 hours in length) prior to each election you are assigned to work. Apply today!

CAN I BE EXCUSED FROM MY REGULAR JOB TO BE A POLL WORKER?

Check with your employer. Many employers will allow a day of paid vacation or personal leave from your regular job to work at the polls on Election Day. This is a great way to make a little extra cash for your Christmas gift list. Wisconsin law requires every employer to grant an unpaid leave of absence to an employee who is appointed to serve as an election official, if the employee who serves as an election official provides his or her employer with at least 7 days notice. The leave is for the 24-hour period of Election Day in which the employee serves in official capacity as an election official. Upon request of an employer the municipal clerk must verify any such appointments.

HOURS OF WORK

Polling places are open statewide from 7:00 a.m. to 8:00 p.m. Poll workers can work a full day, generally from 6:30 a.m. until approximately 9:00 p.m. or later. Split shifts are also an option. Shift hours are from 6:30 a.m.-2:00 p.m. and 2:00 p.m. - 10:00 p.m. or later.

WHAT LENGTH OF COMMITMENT WILL BE EXPECTED?

Poll workers are usually appointed to two-year terms working two to four elections per year. Committing to one election cycle (Primary / General) is also appreciated as municipalities often increase the number of poll workers working during high turnout elections such as the Presidential or Gubernatorial elections.

RESPONSIBILITIES OF AN ELECTION INSPECTOR (Poll worker)

Election Inspectors conduct assigned duties at a polling site on Election Day. Duties may include issuing ballots, registering voters, monitoring voting equipment, explaining to use the voting equipment or counting votes.

TRAINING REQUIREMENTS FOR ELECTION INSPECTOR

Municipal clerks are required by state law to provide training. This training provides all of the necessary information and knowledge to be a successful poll worker.

An experienced chief inspector who has been certified by the State Elections Board must be present at each polling site for every election. Chief inspectors must receive six hours of continuing election education training during each two-year period.

WHERE WILL I BE ASSIGNED TO WORK?

Efforts are made to assign a poll worker to their neighborhood voting site. However, poll workers in the City of Wausau must be willing to be flexible and work at one of six sites.

QUALIFICATIONS TO BE AN ELECTION INSPECTOR

To be an election inspector, a person must:

- ✓ Be a *qualified elector* of the municipality in which the polling place is established (i.e., an adult citizen of the United States who has resided in the election district for 28 days and is not otherwise disqualified to vote);
- ✓ Be able to speak, read, and write fluently in English;
- ✓ Have strong clerical skills;
- ✓ Be able to solve problems;
- ✓ Be an effective communicator;
- ✓ Be able to sit or stand for long periods of time; and
- ✓ NOT be a candidate for any office to be voted on at the polling place at that election.

Toni Rayala, City Clerk

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