



Please return form to:

Village Clerk

jbass@caledonia-wi.gov

5043 Chester Lane
Caledonia, WI 53402

Election Inspector Application

Name: _____ Cell Phone: _____

Address: _____ Home Phone: _____

Email Address: _____ Date of Birth: _____

All communication is via e-mail and is required to set up payroll application.

- ❖ Elections occur between 1 and 4 times a year, and in rare occasions more than 4.
- ❖ Elections are always held on Tuesdays and polls are open from 7:00 a.m. to 8:00 p.m. *Very rarely a special election may be scheduled for a day other than a Tuesday.*
- ❖ Per WI State Statute, Election Inspectors are appointed for a 2-year term in the fall of every odd-numbered year.
- ❖ Yearly training is required for all Inspectors, with additional training requirements for Chiefs.

1. Are you qualified to vote? Yes No

2. Do you speak and understand a language other than English?

Yes If yes, which language:

No

3. Have you ever been an Election Inspector?

Yes

No If no, why you are interested in becoming an Election Inspector?

4. **Shift I am available to work:** *(Check all that apply)*

- ☐ Polling Place 1-6: AM shift (6:30 a.m. – 1:30 p.m.)
- ☐ Polling Place 1-6: PM Shift (1:30p.m – Close, typically 8:30 or 9:00 p.m.)
- ☐ Polling Place 1-6: **All Day** – (6:30 a.m. – typically 8:30 or 9:00 p.m.)
- ☐ Central Count: **All Day** – (6:30 a.m. – typically 8:30 or 9:00 p.m.)

Absentee ballots are processed at Central Count, and only at Central Count.

I am interested in other election-related activities: *(Check all that apply)*

- ☐ Special Voting Deputy: Visits nursing homes and care facilities to assist with voting
- ☐ (Early) In-person Absentee Voting: Begins 2 weeks before Election Day

If you are not working an election, are you willing to be put on an “on-call” list? Yes No

- If yes, you are agreeing to be available at the last minute (generally notified 1-2 days before, or on the morning of Election Day).

The following is required to be an election inspector:

- **Be a Qualified Elector of Racine County:**
 - U.S. Citizen,
 - resident of Racine County
 - at least 18 years of age
 - not currently serving a sentence including probation or parole for a felony conviction, and not otherwise disqualified from voting
- **NOT be a candidate for any office being voted on at the polling location during the election, or an immediate family member of one**
 - Be able to speak, read, and write fluently in the English language
 - Have good hearing, can sit for long periods of time, be capable of using the electronic poll book to find and check in voters
 - Be able to solve problems and communicate effectively
 - Enjoy people and service to others and be able to work as a team

Chief and Deputy Chief Election Inspectors:

Chiefs are selected from among experienced appointed inspectors. They are responsible for a single polling location and report directly to the Village Clerk.

- Chiefs are required to work a full shift and are expected to work every election.
- Election Day start time is 6:00 a.m. Chiefs are the last to leave the polling place, and they deliver all items to Village Hall at the end of the night.
- As they have additional duties and responsibilities, Chiefs and Deputy Chiefs receive an additional stipend of \$100 per election.

If you are interested in become a chief or deputy chief, please check here

I hereby certify that I have read all of the information on this document and that I meet the qualifications of the position(s) for which I am applying. I will adhere to all training requirements and meet the expectations of the job and duties as assigned. I understand that if I fail to meet the qualifications, requirements, or expectations of the job, I may be dismissed without prejudice by the Village Clerk. I will maintain a copy of this signed document as proof that I made this commitment.

Applicant Signature

Date

FREQUENTLY ASKED QUESTIONS

WHAT IS AN ELECTION INSPECTOR?

Election Inspectors are the gatekeepers of Democracy and are vital to efficient, honest elections. Election Inspectors are sometimes called “poll workers” or “Election Officials.”

WHAT DO ELECTION INSPECTORS DO?

Election Inspectors are responsible for election procedures in the polling location to which they are assigned. These procedures include helping to open the polls, registering voters, issuing ballots, providing assistance to voters, explaining the use of voting equipment, and closing the polling location.

WHAT IS THE TRAINING AND TIME COMMITMENT INVOLVED WITH BEING AN ELECTION INSPECTOR?

Training is provided by the Office of the Village Clerk and Chief Inspectors. This training will provide the necessary information and knowledge to be a successful Election Inspector.

CAN I BE EXCUSED FROM MY REGULAR JOB TO BE AN ELECTION INSPECTOR?

Wisconsin law requires every employer to grant an unpaid leave of absence to each employee who is appointed to serve as an election inspector if the employee who serves as an election inspector provides his or her employer with at least seven (7) days of notice. The leave is for the entire 24-hour period of each Election Day in which the employee serves. Upon request of any employer, the Clerk will verify the appointment.

ARE POLL WORKERS' EARNINGS TAXABLE?

According to the IRS: Election Workers: Election workers are common-law employees; however, under IRC 3121b)(7)(F)(iv) an exception from FICA is provided for election officials and workers who earn less than a specified amount for a calendar year (\$1,400 in 2008). This provision applies to employing entities that do not have a Section 218 Agreement. If the employing entity has a Section 218 Agreement, the Agreement determines the treatment of election worker wages for social security tax. It may exclude election workers altogether from social security; it may specify a lower threshold at which social security tax is withheld; or it may provide no exclusion for election workers, in which case social security and Medicare taxes apply from the first dollar paid.