

## Village of Caledonia Election Worker Application

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_

If retired, previous occupation: \_\_\_\_\_

Have you ever been an Election Worker:(select one)    Y        N

ARE YOU QUALIFIED TO VOTE? (select one)    Y        N

(Qualifications: 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.)

Following are positions available on Election Day at the Village's polling places, please place a check in the box indicating your willingness to work that position.

Position	Brief Description	Please <input checked="" type="checkbox"/> box of position(s) you are interested in working.
Greeter	Using a map, will determine if the voter is at their correct polling location. Position requires standing. Must be willing to attend training given by Village Clerk.	
Poll Book	Look up voter in poll book, entering voter number and notes. Accuracy and attention to detail is required. Certain elections hand out colored cards to voter to insure they get the correct ballot. Must be willing to attend training given by Village Clerk.	
Ballot Table	Ensure ballots have two initials, In certain elections, hand out ballots according identification number printed on ballot. Must be willing to attend training given by Village Clerk.	

Registration Deputy	Assist voter to register to vote at the correct polling place. In certain elections, must have ability to read map to determine correct ballot for voter. Attention to detail and accuracy is required. Must be willing to attend training given by Village Clerk.	
Voting Machine	Responsible for taking voter number from voter before they leave the polling place, assist voter with any problems while inserting ballot into machine and with problems involving incorrectly voted ballots that get rejected from machine.	
Floater	This person is assigned to relieve other poll workers for lunch, bathroom breaks, and fill in when where busy.	

**HOURS:**

Polls are open 7:00 AM to 8:00 PM. Chief Inspectors are in charge of assigning tasks and responsible for contacting poll workers for each election.

Shift I am available to work:(select one) AM    PM    All Day

The Village of Caledonia has six polling locations. You would be assigned to work where needed.

Every effort is made to assign Election Workers to the shift or location they would like to work. However, this cannot be guaranteed, and you must be willing to be flexible as assignments are subject to change on an as needed basis.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Please return form to: Karie Pope, Village Clerk, 5043 Chester Lane, Racine, WI 53402

Please refer any questions to Karie at [kpope@caledonia-wi.gov](mailto:kpope@caledonia-wi.gov) or 835-6415.

**Thank you for your interest in being an Election Worker.**

## **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”.

### **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. On Election Day, inspectors will start at 6:30 a.m. and work until the end of the day and completion of their duties.

### **THE FOLLOWING IS REQUIRED TO BE AN ELECTION INSPECTOR:**

- Be an adult citizen of the United States who resides in Racine County and is not disqualified from voting.
- Be able to speak, read and write fluently the English language.
- Have good hearing, can sit for long periods of time, efficient in finding names and numbers in the poll books, good penmanship.
- Have strong clerical skills, be able to solve problems and be an effective communicator.
- Work as a team.
- NOT a candidate for any office being voted on at the polling location during the election.
- Enjoy people and service to others.

### **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.

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 City Clerk. I will maintain a copy of this signed document as proof that I made this commitment.

## **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.

If you are interested in becoming an Election Inspector, please fill out the Election Inspector Application and return it to:

Office of the Village Clerk

Village of Caledonia

5043 Chester Lane

Racine, WI 53402