



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:(circle one) Y N

ARE YOU QUALIFIED TO VOTE? (circle 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.)

Party Affiliation: _____

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.	
Poll Book (Badger Book)	Look up voter in poll book. Accuracy and attention to detail is required. The Badger Book automatically assigns voter numbers.	
Ballot Table	Ensure ballots have two initials, In certain elections, hand out ballots according identification number printed on ballot.	

Registration Deputy (Badger Book)	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.	
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.	

Village of Caledonia Election Worker Questionnaire

1. Tell me why you are interested in becoming an Election Official.

2. What qualifications do you possess that you think would help you in working as an Election Official?

3. What is your experience in working in groups or teams?

4. Can you remain politically neutral while acting as an Election Official?

5. How would you react to a voter who becomes upset or disrupts the polling site?

6. Elections occur 2-4 (in rare occasions more than 4) times a year, in order to schedule elections properly we require a minimum one-year commitment, however, we will accommodate for scheduling conflicts, are you okay with this?

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: (circle 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: Joslyn Hoeffert, Village Clerk, 5043 Chester Lane, Racine, WI 53402

Please refer any questions to Joslyn at jhoeffert@caledonia-wi.gov or 835-6414.

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

Employee's Withholding Certificate

2022

▶ **Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.**
 ▶ **Give Form W-4 to your employer.**
 ▶ **Your withholding is subject to review by the IRS.**

Step 1: Enter Personal Information	(a) First name and middle initial	Last name	(b) Social security number
	Address		▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
	City or town, state, and ZIP code		
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying widow(er) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at www.irs.gov/W4App, and privacy.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3–4); **or**

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; **or**

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld . . . ▶

TIP: To be accurate, submit a 2022 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly): Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$ _____		
	Multiply the number of other dependents by \$500 ▶ \$ _____		
	Add the amounts above and enter the total here	3	\$
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income	4(a)	\$
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here	4(b)	\$
	(c) Extra withholding. Enter any additional tax you want withheld each pay period	4(c)	\$

Step 5: Sign Here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

▶ **Employee's signature** (This form is not valid unless you sign it.)

▶ **Date**

Employers Only	Employer's name and address	First date of employment	Employer identification number (EIN)



CALEDONIA

VILLAGE OF
CALEDONIA
5043 Chester Lane
Racine, Wisconsin 53402
262-835-4451
262-835-2388 Fax
www.caledoniawi.com

The Village of Caledonia offers direct deposit through ACH (automated clearing house). Direct deposit is available to your bank of choice.

- 1) Attach a **check** with **VOID** written across it
- 2) Sign the authorization below
- 3) Return to Payroll

I _____ authorize the Village of Caledonia to deposit my net paycheck through ACH to _____ (Name of Bank).

Date: _____

Signature: _____

ATTACH
CHECK HERE