

County Employee Election Poll Workers

Objective:	To establish a procedure for County employees who wish to work as election poll workers for the Tompkins County Board of Elections.	Policy/Procedure Number:	02-49
Reference: (All applicable federal, state, and local laws)	NYS Senate, Laws of New York, Chapter 17, Title 4, Article 3; Fair Standards Labor Act; New York Labor Law	Effective Date:	September 17, 2024
Legislative Policy Statement:	Tompkins County Legislature encourages employees, when approved by the Department Head, to serve as a poll worker on the date of elections, under the supervision of the Board of Elections.	Responsible Department:	Human Resources
General Information:		Modified Date (s):	
		Resolution No.:	2024-198
		Next Scheduled Review:	September 2029

I. Definitions:

II. Policy:

- A. County employees may volunteer to serve as poll workers and receive their regular rate of pay on election days, subject to the terms and limitations of this Policy. By volunteering to serve as a poll worker, County employees agree to the expectations of the Board of Elections for work on that day, to include those outlined in Section III. B. of this Policy.
- B. Election Day site placement will be determined by the needs of the County Board of Elections.
- C. Department Heads have the right to refuse to allow an employee to work as a poll worker during the employee's normal scheduled work hours depending on staff availability and scheduling according to department needs. Written approval from the Department Head is required for any County employee to serve as a poll worker.
- D. For a County employee to qualify to become a poll worker, the following requirements must be met:
 1. Must be a Registered Voter and Resident of Tompkins County. Public elected officials do not qualify;
 2. Minimum age of seventeen (17);
 3. Able to read, write, and speak English fluently;
 4. Must not have been convicted of a felony;
 5. Must attend mandatory training sessions and pass exam for state certification; and
 6. Have access to reliable transportation.

III. Procedure:

A. Apply to Become a Poll Worker

1. Employees shall complete the *County Employee Poll Worker Request Form (Attachment A)* to get written consent from their Department Head authorizing the employee to work as a poll worker during their normally scheduled work hours. Employees are required to seek Department Head permission at least 4 weeks prior to an election.

2. Contact the Tompkins County Board of Elections by phone at (607) 274-5522 or by elections@tompkins-co.org no later than two weeks prior to the election date. There is no guarantee that an employee who applies to work as an election worker will be appointed to work or be assigned to the same poll site as in previous elections. If more employees have volunteered to serve as poll workers than are needed by the Board of Elections, assignments will be made in the order in which employees volunteered.

B. Poll Worker Responsibilities

- Election workers are expected to report at 5:00 a.m. (unless you arrange a half-day afternoon/evening placement). Whether to allow half-day shifts will be in the Board of Election's discretion. Shift end time will be approximately 9:30 p.m.;
- Meal breaks are thirty (30) minutes and should be scheduled to ensure workers' availability during peak voter turnout times.
- Dress comfortably, but stay business/casual;
- Workers should wear their name badge while working;
- No political discussions or electioneering by workers or voters at the poll sites is allowed; and
- Please report any incident that makes you uncomfortable to the Board of Elections.

C. Poll Worker Tasks

- Prepare the polling place for voting;
- Set up the voting equipment;
- Sign-in and process voters;
- Demonstrate voting procedures to the voters;
- Close the polling place;
- Canvass and report the results; and
- Assists voter if requested.

D. Board of Elections Responsibilities

- Verify the employee is a registered voter in Tompkins County;
- Schedule and provide training;
- Assign work schedule and work location within Tompkins County; and
- Provide any necessary information as directed by Human Resources.

E. Compensation

- Employees will be paid a stipend for attending required poll worker training *payable through payroll*;
- Employees will earn their regular rate of pay while working as election workers. *The amount worked is charged to the Board of Elections department through a cost center designation on the employee timecard*;
- If approved by a Department Head, overtime or compensatory time may be earned at time and one half of their regular rate if the employee worked over forty (40) hours per week by working on an election day. If overtime is not approved then, depending on the number of hours worked on the day of the election, the employee's schedule shall be reduced on other days during the week in which the election occurs to avoid working more than

forty (40) hours during that week.

- In the instance where an employee is eligible to be paid overtime, their department will be responsible for the overtime pay.



Tompkins County Board of Elections

COUNTY EMPLOYEE POLL WORKER REQUEST FORM

(Department Heads: Submit to the Department of Human Resources)

This form is to be used by Tompkins County employees. By completing this form, the County employee is requesting approval to work as a Tompkins County Board of Elections Poll Worker.

I. EMPLOYEE INFORMATION

Name: _____ Date of Request: _____
(Print First Name and Last Name)

Department: _____ Position/Title: _____

Phone: _____ County Email Address: _____

I do hereby attest that I have read and understand *Administrative Policy 02-49:County Employee Election Poll Workers* and am eligible to be a poll worker. Further, I understand and agree that I will adhere to the policies, procedures, and any applicable State, Federal, or local regulations/laws of the Tompkins County Board of Elections and the New York State Board of Elections. Failure to adhere to such policies, procedures, and any applicable State, Federal, or local regulations/laws may result in removal of duties as a County Poll Worker and/or disciplinary or legal action as applicable by County policy, collective bargaining agreements, and/or by law.

By submitting this form, you are agreeing to the above statements.

Employee Signature: _____

II. DEPARTMENT HEAD APPROVAL

Department Head: _____ Date: _____
(Print First and Last Name)

- Request Approved
- Request Denied for the following reason(s): _____

Department Head Signature: _____

For Human Resources Use Only			
Date Received:	_____	Date Reviewed:	_____
Received by:	_____	Reviewed By:	_____