

City of Watertown Needs Poll Workers!

The Clerk/Treasurer is calling on residents of the City of Watertown willing to serve as poll workers for the April 6th General Election.

In Wisconsin, election inspectors are appointed at the municipal level. Anyone who is interested in working should contact the clerk's office immediately at elissaf@cityofwatertown.org or 920-262-4007.

Municipal clerks will provide online training for any new election inspectors before the election.

The Wisconsin Elections Commission and the Wisconsin Department of Health Services are working to provide local election officials with guidance for ways to conduct the election safely and securely.

What are the responsibilities of a poll worker?

Poll workers conduct assigned duties at a polling site on Election Day. Duties can include issuing ballots to registered voters, registering voters, monitoring the voting equipment, explaining how to mark the ballot or use the voting equipment, processing absentee ballots or counting votes.

What are the 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. In many municipalities, election inspectors can work a split shift but those who can work all day are especially in demand.

Are poll workers (election inspectors) paid or volunteers?

Poll workers are compensated for working at polling places at a rate determined by the appropriate municipal governing body and are also compensated for attending any required training sessions. The current rate of pay is \$9.00 per hour.

What are the training requirements for poll workers?

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

A Chief Inspector who has been certified by the Wisconsin Elections Commission must be present at each polling place for each election. Chief Inspectors must first attend an online training of approximately three hours. Chief Inspectors must work the entire duration of election day. The City currently has enough Chief Inspectors for April 6th but is seeking persons willing to take the training in case an emergency would result in one of the Chief Inspectors being unable to fulfill their duties.

What length of commitment will be expected?

Poll workers are usually appointed to two-year terms. The current term runs through 2021. April 6th is the last regularly scheduled election of the current term but if any special elections are scheduled, we will again call on those who have been trained as poll workers.



Where will I be assigned?

There are multiple voting sites in Watertown. Due to the circumstances, we ask that poll workers are willing to be flexible and work at any of the sites. If you are working all day and wish to vote, we recommend voting in advance by absentee ballot in case you are placed at a voting site where you do not vote.

What are the qualifications to be a poll worker (election inspector)?

To be a poll worker, a person must:

- Be a qualified elector of the county in which the municipality is located (i.e., an adult citizen of the United States who has resided in the election district for 28 consecutive days and is not otherwise disqualified to vote)
- Be able to read and write fluently in the English language
- NOT be a candidate for any office to be voted on at the polling place at that election.

A poll worker may also:

- Have strong clerical skills
- Be able to solve problems
- Be an effective communicator

How do I become a poll worker?

If you are interested in becoming a poll worker you should apply directly to your town, village or city clerk.

Can I be excused from my regular job to be a poll worker?

Wisconsin law requires every employer to grant an unpaid leave of absence to each employee who is appointed to serve as an election official, if the employee who serves as an election official provides their employer with at least seven days' notice. The leave is for the entire 24-hour period of each election day in which the employee serves in their official capacity as an election official. Upon request of any employer municipal clerks must verify appointments.

Wisconsin Statutes provide that state employees appointed by a municipal clerk to serve as election officials must be granted leave without loss of pay or benefits for the entire 24-hour period of each election day in which the employee is serving as an election official. Employees must provide at least seven days' notice of the need for leave.

State employees may certify to the municipality that they choose not to be paid as poll workers. Alternatively, those state employees who receive pay as election officials must certify in writing to the (state) payroll office the amount of compensation received. The agency must deduct that amount from the employee's pay earned for scheduled work hours during the 24-hour period of the election day.