

Election Judge Reference Information

Keep this information for your reference

Certification Requirements: All certifications to serve as an election judge run for a two year cycle. Starting in the even year and ending on December 31st of the odd year. **If you attended training in 2010 you may serve as a judge in 2011.**

Notification of location and schedule will be completed in early October.

- Unless necessary, you will not be contacted prior to October.

204B.195 Time off from work to serve as an election judge. An individual who is selected to serve as an election judge pursuant to section 204B.21, subdivision 2 may, after giving an employer at least 20 days' written notice, be absent from a place of work for the purpose of serving as an election judge without penalty. An employer may reduce the salary or wages of an employee serving as an election judge by the amount paid to the election judge by the appointing authority during the time the employee was absent from the place of employment.

The written request to be absent from work must be accompanied by a certification from the appointing authority stating the hourly compensation to be paid the employee for service as an election judge and the hours during which the employee will serve. An employer may restrict the number of persons to be absent from work for the purpose of serving as an election judge to no more than 20 percent of the total work force at any single worksite.

2011 Equipment:

- **AccuVote** - Vote tabulator
- **AutoMark** - Assistive Voting Equipment, ballot marking device

Election Judge Duties and requirements:

- Have already attended training in 2010
- Set up the polling location at 6:00 a.m., if you are scheduled for a.m. hours
- Wear identification (*first name only*) on the day of the election
 - Name tags are provided
- Flexibility to perform each task necessary in the polling location
- Ability to sit or stand for long periods of time
- Assist wherever is needed during the day
- Clean up at 8:00 p.m., if you are scheduled for p.m. hours

Election Judges CANNOT:

- Work in the same precinct at the same time with a spouse or family member or if you are a candidate and appear on the ballot for this election
- Talk or text on Cell Phones while in the polling location (exception: Head Judge)
- Bring a TV, camera, radio, laptops or newspapers into the polling location
- Discuss a candidate(s) or voter(s)

Timesheets required information:

- Complete information and return to your head judge
- Phone number or email in case of questions
- Full social security number
- You will be paid for total hours you work on election day

Miscellaneous information:

- Working the entire day is long and strenuous, wear comfortable clothing
- Beverages of your choice should be brought with you for the entire day
 - Washington County does not provide any beverages
- Your head election judge may elect to bring donuts or bagels in the a.m.
- Hours are from 6:00 a.m. – 8:00 p.m. AND close of polls and clean up

Washington County will:

- Provide a lunch and/or dinner depending on the hours that you are working
 - You may elect to bring your own food but you will not be reimbursed for expenses
- Make every effort to place you at a polling place you desire to work
 - Please indicate a minimum of three places you are willing to work
- Determine the number of election judges needed at each location
 - A random selection of judges will be chosen depending on the responses and need

Head Judge Duties and requirements:

- **Ability to:**
 - Delegate tasks as needed
 - Maintain a professional environment in the polling location
 - Maintain orderly conduct with voters and other election judges
 - Stand and/or sit for extended periods of time
 - Lift equipment and supplies in and out of your vehicle
 - Equipment must be in a controlled temperature environment
 - Do no lift any equipment by yourself
 - Assist in setting up the polling location
- **Secure data private information you have been given**
 - It cannot be left in a vehicle overnight
 - Ensure voters privacy of sensitive information is respected
- **Must have a working knowledge of:**
 - The AccuVote (*tabulator*)
 - The AutoMark (*assistive voting equipment*)
 - Each task in the polling location
- **Ensure each election judge has been given a timesheet**
 - It is their responsibility to complete and return them to you
 - The completed timesheets should be returned in the canvas bag

Head Judge Timesheets can include the following:

- **Mileage can be added for the following:**
 - Picking up and dropping off supplies before and after the election
- **Additional time (up to one hour) prior to the election to:**
 - Organize your supplies and election judges
 - You may choose to contact the elections judges working at your location
 - Reimbursement for bagels or donuts for your election judges;
 - Your receipt must be stapled to your timesheet.