

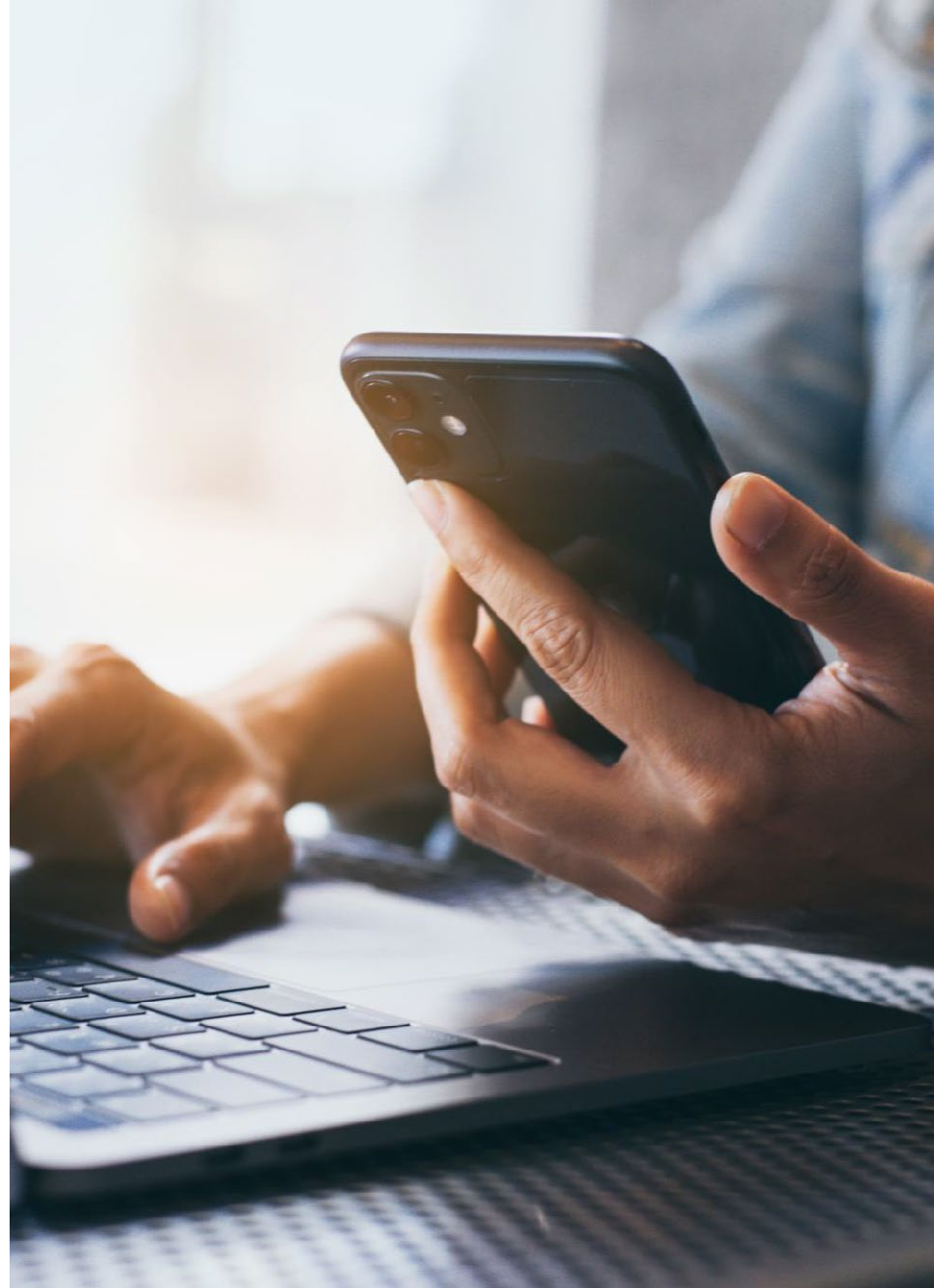


Election Worker Orientation

With Supervisor of Elections Janet H. Adkins

Agenda

- Welcome & Pledge of Allegiance
- 2024 Election Dates
- Election Worker Requirements
- Election Worker Positions
- Training
- Work Assignments
- Expectations
- What's Next?
- Questions and Discussion
- Quiz



2022 Voter Survey Results

The best I've experienced in a while **Perfect, quick efficient experience!** **It was easy and everyone was so helpful**

Late registration was handled very well by Bob Evans Great job! **Thank You for being here!** Nassau county voting always handled very professionally

Absolutely great helpers! No - you folks are great..thanks for your service

No issues at all, first time voting in Nassau county. **Your worker caught an ID without signature. Well done!** **Voter rated the friendliness of workers as a "10"**

Perfect, quick efficient experience It was wonderful - Thank You!!

None. Great experience **It was wonderful - Thank You!!**



2024 Election Dates

Early Voting and Training dates are TBD.

Presidential
Preference
Primary

MARCH
19
2024

Early Voting:
March 6th – 16th

Primary Election

AUGUST
20
2024

Early Voting:
August 7th - 17th

General Election

NOVEMBER
5
2024

Early Voting:
October 23rd – November 2nd

Election Worker Requirements



Election Workers are:

- Civic-minded individuals that interact well with the public.
- Individuals who efficiently process voters and are able to manage busy situations.
- Individuals who provide instruction and assist voters through the entire voting experience in a pleasant and professional manner.

Election Workers Must Be:

- A registered voter in Nassau County.
- Able to read, write and speak the English language.
- Non-Partisan while working
 - Do **not** discuss candidates or ballot issues.
 - Do **not** display any political preference.
 - Do **not** display any candidate or issue preference.

Technical Requirements

- Must have an email address.
- If your spouse is an election worker, you cannot share the same email address.
- Must be comfortable with technology. There are only a couple of positions that do not require working with equipment.

Physical Requirements

- Must be able to **sit** and **stand** for long periods of time (2 to 3 hours).
- Must be able to lift 30 pounds with assistance.
- Must have the stamina to work **long hours**.

Election Worker Positions



First Time Election Workers Begin As

- Assistant Voting Systems Specialist
- Early Voting Courier
- EViD Operators
- Deputy
- Secure Intake Station Attendant
- Survey Specialist
- Other Opportunities

Assistant Voting Systems Specialist

- Willing and able to take over in the Voting Systems Specialist absence.
- Standing for most of the day.
- Shares all responsibilities with the Voting Systems Specialist.
- Distributes “I Voted” stickers.

Early Voting Courier

- Must be able to drive their own vehicle.
- Begins each afternoon around 4pm at the Elections Office to pick up supplies.
- Delivers supplies to the assigned Early Voting Site.
- Returns to the Elections Office with secured ballots and other materials around 7pm.
- Paid for mileage.

EViD Operator

- Must be comfortable working with electronics/technology.
- Verifies photo and signature identification.
- Checks in voters using the Electronic Voter Identification Unit (EViD).
- Issues ballots to voters.
- After the ballot is issued, directs voters to the voting booth.
- Directs voters requiring additional assistance to the Clerk tab

Deputy

- Remains outside all day (may wear shorts).
- Deputized by the Nassau County Sheriff.
- Does not carry a weapon or have arrest powers.
- Sets up American Flag, voting signs and notices.
- Enforces the 150-Foot No Solicitation zone.
- Maintains law and order outside the polling place.
- Alerts the Supervisor of Elections Office of suspicious activity.

Secure Ballot Intake Station Attendant

- Greets voters.
- Monitors the Secure Ballot Intake Station.
- Voters will use this station to “drop off” their Vote by Mail ballot.
- Works at the Fernandina Beach Historic Courthouse, Early Voting locations and at the James Page Governmental Complex Supervisor of Elections Office.

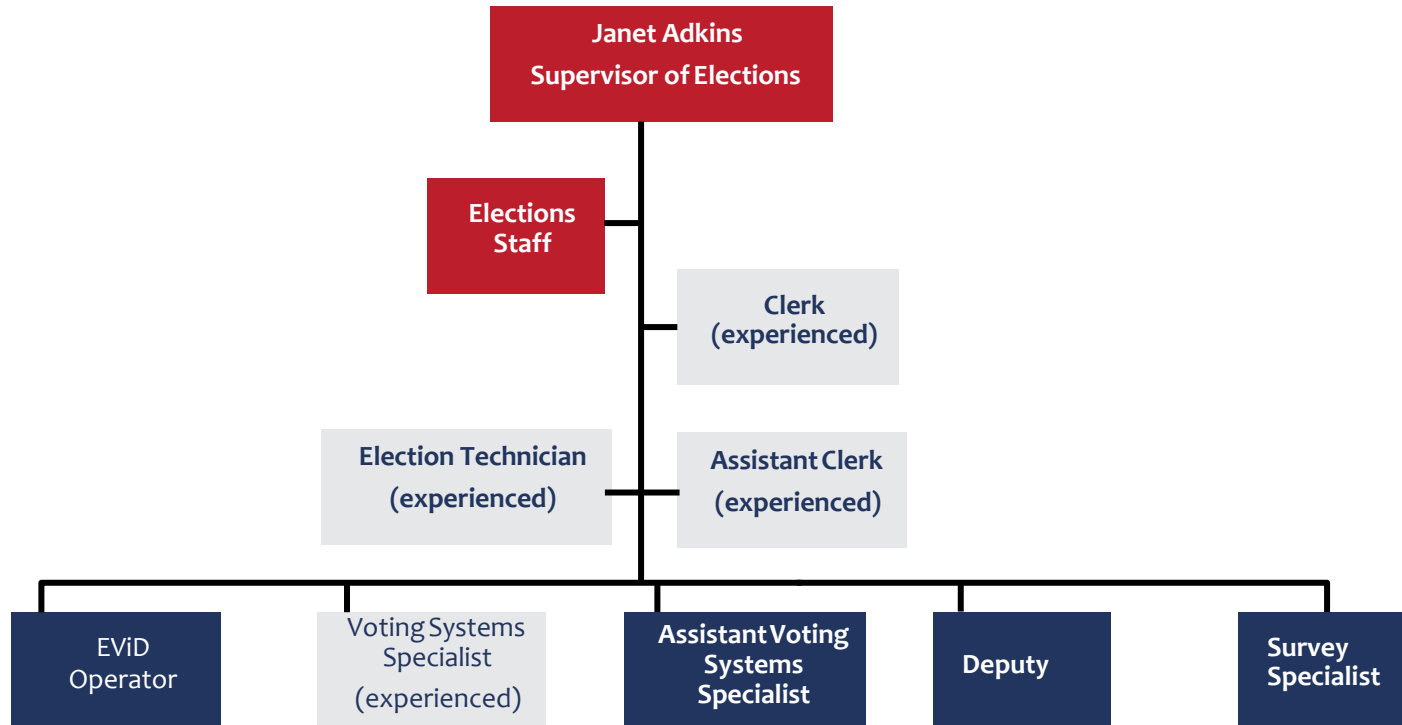
Survey Specialist

- Must be comfortable working with an iPad.
- Standing for most of the day.
- Provide an opportunity for voters to complete a survey on their election experience.

Other Opportunities

- Office Temporary Worker: Full-time or part-time hours.
- Supervised Voting: Assisting voters at nursing homes and assisted living facilities.
- Phone Bank: Works in our office on election day.
- Canvassing Board: Assist with Vote by Mail Ballots.
- Precinct Cabinet Assembly.
- Polling Place Set-up and Tear-down.
- Equipment Testing.

Who makes up the team on Election Day?



Clerk

- “Manager” of the polling place.
- Highest level of responsibility.

Assistant Clerk

- “Assistant Manager” of the polling place.
- Willing and able to take over in the Clerk’s absence.

Voting Systems Specialist

- Must be comfortable with equipment and technology.
- Standing for most of the day.
- Troubleshoot equipment issues.

Election Technicians (Rovers)

- Travels between the assigned polling places providing assistance and supplies on Election Day.
- Assist election workers with technical problems.

Training



Online Training

Election workers must complete and pass the online training classes, which are required by Florida Election Law.

- Conflict Management
- Sensitivity Training
- Active Shooter Training (Clerk and Deputy only)

Hands-on Training

- Must attend a minimum three-hour training class before every election.
- Training classes are based on the assigned position.
- We will email or text you to schedule a date and time. Please check your email often.
- Classes are offered in the morning, afternoon and even on the weekends.
- There will be a test at the end of each class.

Work Assignments



Active VS Alternate

- An Active Election Worker has been assigned to work.
- An Alternate Election worker has not been assigned to work (yet).
- Anyone that did not work the prior election starts out as an Alternate.
- Alternates attend training classes in preparation of being assigned to a polling place.
- Alternates are available to work at any polling place within a reasonable distance typically 10-15 miles from their home.
- Alternates are not guaranteed a work an assignment but will receive training pay regardless of whether they work or not. As long as they are available to work when called.
- Alternates are on standby from 6AM -8AM on Election Day if not already assigned.

Family Members & Candidates

- Family members may not work together.
- Family member that are willing to work at different polling locations have a higher chance of working.
- If your immediate family is on the ballot you are not eligible to work that election. Immediate family means spouse, domestic partner, parent, child, grandchild, family in-laws, siblings.
- If you are “actively” working on a candidate’s campaign, you can not work the election.

Factors Used in the Selection Process

- Training class test score.
- Vacancy at a polling place.
- Work Experience. Balance of experienced and new election workers.
- Willingness to be assigned to a polling place outside of your immediate area.
- Balance of parties at a polling place.

Expectations



Are Election Workers Paid? **YES!**

- Pay rates depend on the assigned position.
- Pay checks are sent in one lump sum about six weeks after Election Day.
- Pay to Election workers is not subject to income tax withholdings under Section 3401(a) of the Internal Revenue Code.
- FICA taxes (Social Security/Medicare) apply to a worker whose earning are \$2,000 or greater.
- When payment is made to a worker that meets the threshold, all payments paid to worker are subject to FICA, including the first \$1, 999.

Election Day Work

- Must arrive at the polling place by **6:00 am**.
- Must stay until the last voter has voted and the closing procedures are complete.
- Expect to work at least **15 hours on Election Day** – no shifts are permitted.
- Election Workers **may not** leave and return to the polling place for any reason.
- No deliveries are permitted – lunches and snacks must be packed and brought with you to your polling location.

Early Voting Work

- Must arrive at the Early Voting Location **one-hour prior to the opening of polls.**
- Must stay until the last voter has voted and the closing procedures are complete.
- Must be available to work **three days in a row.**
- Expect to work at least **10 hours during Early Voting** – no shifts are permitted.
- Election Workers **may not** leave and return to the polling place for any reason.
- No deliveries are permitted – lunches and snacks must be packed and brought with you to your polling location.

What's Next?



How Do I Sign Up?

- Complete an application **TODAY** and let us know which positions you prefer to work. A cell phone number is required.
- Form I-9: Complete Section 1 **ONLY** and have your documents ready.

Once you have completed the application, you will become a part of our pool of prospective Election Workers. Watch your email closely for more information.

Florida Retirement System

- Have you recently retired from the Florida Retirement System?
- If you have retired from FRS within the last 12 months, you will not be able to work for our office.
- Doing so could jeopardize your retirement funds!

How Do You Vote?

- Florida Election Law states that on Election Day voters must vote in the precinct in which they reside.
- If you are working outside your home precinct on Election day – you may **not** vote in the precinct where you work.
- So...how do you vote? You have two options. **Vote by Mail** or **Early Voting**.

In Summary



Election Workers serve at the polls on Election Day, during Early Voting and multiple other assignments to ensure voters can exercise their right to vote.

Being an Election Worker is serving the community. It is an important opportunity to make a difference with your own neighbors and friends.

If you bring the **desire** to learn, the **commitment** to help, and your **time**, we will provide you with everything else you need to become a valued Election Worker in Nassau County!



