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GENERAL INFORMATION

The purpose of this handbook is to serve as an informational resource for personnel related subjects for Travis County poll workers.

You are one of a select group of election professionals. Without you, this election could not be conducted for the voters of Travis County. Your duties include managing the logistics of your polling place, processing legally required forms, assisting voters and other duties as necessary.

Serving as a poll worker is a valuable public service which is as rewarding as it is demanding. In addition to your Poll Worker Training Manual and this handbook, the Elections Call Center is there to assist you at **512-854-4783**.

Thank you for your service to the voters of Travis County.

YOUR DUTIES AND RESPONSIBILITIES

- Remember, we are grateful guests in our polling locations. Treat your polling site staff, your co-workers, and Travis County Elections Staff with courtesy and respect.
- Your duty is to set up the polling site, process voters, and close down the polling location at the end of the night.
- You are responsible for completing your required timesheet processes in order to be paid promptly and accurately.
- The Election Judge must sign each ballot at the polling site or stamp each ballot with a signature stamp. **Judges may purchase a signature stamp, but will not be reimbursed for the cost.**

Work as a Team

Create a pleasant environment that reflects the County Clerk's Mission of excellent customer service. You must make every effort to maintain a pleasant and professional atmosphere and to fairly resolve any differences that may arise. If you need assistance, contact the Elections Call Center at **512-854-4783**. If the Call Center Operators cannot resolve the issue, they will contact the appropriate member of the elections staff to ensure that the issue or question is resolved.

Keep Conversations Neutral

Never attempt to influence a voter in any way. Do not discuss issues or candidates or politics at the polling place, even if voters are not present. Do not speculate on the outcome of the election.

Dress Appropriately

Please remember that you are representing the Travis County Clerk. See the Poll Worker Dress Code on page 8*

REMEMBER, WE ARE A TEAM!



POLL WORKER DUTIES

During an election cycle there are two periods of voting in person. The first is Early Voting, which may last a few weeks, and the second is Election Day. Below is a brief overview of poll worker duties for these periods.

EARLY VOTING

This period consists of an AM Shift and a PM Shift of poll worker teams staffing a polling site. At the shift change, the AM team leaves and the PM team assumes the site operation until the polls close. At the last day of Early Voting (Early Voting Closeout) the Deputy and Alternate Deputy return supplies and timesheets to 5501 Airport Blvd. **Deputies are not paid for Early Voting Closeout.**

Early Voting Poll Worker Shifts

The AM Poll Worker team works from 6am – 1pm.

The PM Poll Worker team works from 1pm – 7pm (or until the last voter who was in line by 7pm gets to vote.)

AM Early Voting Deputy

Manages the set-up and operation of the polling site throughout the Early Voting period. Collects and verifies all timesheets from election workers at the end of each pay period and places them in the Timesheet Envelope.

AM Early Voting Alternate Deputy

Assists the Deputy in managing the set-up and operation of the polling site throughout the Early Voting period.

PM Early Voting Deputy

Manages the polling site operation throughout the Early Voting period. At Early Voting closeout, returns supplies and timesheets to 5501 Airport Blvd., along with the PM Alternate Deputy.

PM Early Voting Alternate Deputy

Assists in managing the polling site operation throughout the Early Voting period. At Early Voting closeout, returns supplies and timesheets to 5501 Airport Blvd., along with the PM Deputy.

AM & PM Early Voting Clerks

Takes instructions from and assists the Early Voting Deputy in all polling site operations and voter processing, including polling site set-up, voter check-in, voting assistance, and closing polls processes.

ELECTION DAY

6AM – 7PM (or until the last voter that was in line by 7pm gets to vote.)

Election Day Judge & Alternate Judge

Work together to manage the polling site set-up, operation and close down. Returns supplies and timesheets to Central Receiving Station at end of the day.

Election Day Clerks

Takes instructions from and assists Judges in all polling site operations and voter processing, including polling site set-up, voter check-in, voting assistance, and closing polls processes.

WRIT OF ELECTION

A Writ of Election is an official document that serves to notify the Presiding Election Official for Election Day of their duty to hold the election. This notice contains the election date information, polling site name and address, site contact name and contact information, and the Co-Presiding Election Official's name and contact information. The Writ of Election will be emailed to the email address that you have provided and will be mailed to your mailing address. If you have not received your writ as it gets closer to Election Day, please contact the Elections Call Center at **512-854-4783**.



TRAVIS COUNTY TOBACCO POLICY

Tobacco products may not be used anywhere on Travis County property. This includes parking lots, vehicles (private or county owned/leased) and garages. Tobacco products include, but are not limited to, cigarettes, cigars, chewing tobacco, snuff, and pipe tobacco and any other product that appears to be a tobacco product, such as an electronic or water vapor cigarette.



DRESS CODE FOR POLL WORKERS

Listed Below Are Types Of Clothing and Accessories That Are **NOT** Appropriate:

- Shorts
- Baggy pants
- Bare midriffs
- Shirts with elongated armholes
- Low cut necklines
- Oversized shirts
- Pajamas or slippers
- See-through or overly tight fitting clothing
- Low-slung or overly short skirts
- Low-slung jeans or pants
- Backless, spaghetti strap, strapless, one-shoulder, or halter-style tops
- Tank tops
- Visible undergarments
- Casual flip flops
- Clothing that is ripped, torn, or has holes
- Excessive amounts of visible jewelry, make up, tattoos, or piercings
- Clothing or accessories that promote candidates, controversial issues or have images or words that can be generally considered vulgar or obscene
- Clothing that requires frequent adjustment to keep it from being too revealing
- **Always wear closed toed shoes in training class and in the polling place!**



TIMESHEET INFORMATION

Poll Workers must complete their timesheets at the Polling Site following the steps in their Procedures Manual, as part of their elections tasks.

Early Voting Deputies and Election Day Judges must return completed timesheets for every worker to the Elections Office for all workers to be paid on time.

Follow all instructions to accurately record your work hours, training time, and Polling Site Set-Up or Central Receiving Station Delivery time as applicable.

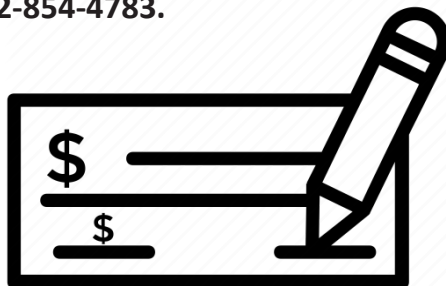
All Timesheets Must be Signed by Deputies/Judges and Clerks. Not Signing Will Delay Payment!

Early Voting Deputies must return a completed timesheet for all workers to the Elections Office. A new envelope designated for returning workers' timesheets will be provided for each pay period during the election.

Election Day Judges must return a completed timesheet for every worker to the Central Receiving Station **(CRS)** at the end of Election Day.

IMPORTANT INFORMATION ABOUT PAYCHECKS

All checks will be mailed. Please allow 6 – 8 weeks to receive your check. If you do not receive your check within 6 – 8 weeks, please contact the Elections Call Center at **512-854-4783**.



EXAMPLE OF EARLY VOTING TIMESHEET

AW7-2 Prescribed by Secretary of State
Section 62.003 Texas Election Code 3/07

Early Voting Worker Timesheet

Travis County Elections

Employee Information:

[LAST NAME]

[FIRST NAME]

[PERNR]



Oath of Election Worker

"I swear or affirm that I will not in any manner request or seek to persuade or induce any voter to vote for or against any candidate or measure to be voted on, and that I will faithfully perform my duty as officer of the election and guard the purity of the election."

MY SIGNATURE CERTIFIES that the hours required by my elected or appointed office holder have been worked and that any exceptions to expected periods of work according to Travis County policy have been accurately reported. This time record is **TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

Worker Signature _____

Deputy Signature _____

Instructions

- Print and affix a Timesheet Label for each day worked.
- If a label cannot be printed, handwrite the information.

Place Early Voting timesheets for each worker in green Timesheet Envelope

At the end of each period, and on the last day of Early Voting; turn in green Timesheet Envelope with Daily Balancing Envelope in the Transfer Bag.

TRAINING (Handwrite Information)

Date _____

Last Name _____ First Name _____

Email _____

Phone Number _____

Time In: _____ Time Out: _____

Number of Hours Worked _____ One Hour Max

Set Up Only (Handwrite Information)

Date _____

Position Worked _____

Location Name _____

Last Name _____ First Name _____

Time In: _____ Time Out: _____

Number of Hours Worked _____ One Hour Max

DAY 1 (Place Label Here)

Date _____

Position Worked _____

Location Name _____

Last Name _____ First Name _____

Time In: _____ Time Out: _____

Number of Hours Worked _____

DAY 2 (Place Label Here)

Date _____

Position Worked _____

Location Name _____

Last Name _____ First Name _____

Time In: _____ Time Out: _____

Number of Hours Worked _____

DAY 3 (Place Label Here)

Date _____

Position Worked _____

Location Name _____

Last Name _____ First Name _____

Time In: _____ Time Out: _____

Number of Hours Worked _____

DAY 4 (Place Label Here)

Date _____

Position Worked _____

Location Name _____

Last Name _____ First Name _____

Time In: _____ Time Out: _____

Number of Hours Worked _____

[LAST NAME] [FIRST NAME]

OFFICE COPY (WHITE), EMPLOYEE COPY (YELLOW)

EARLY VOTING TIMESHEET OVERVIEW

Each worker must write their first and last name in the **(1) Employee Information** box. Both the worker and Deputy must sign in **(2) Oath of Election Worker** box. The Deputy may sign both fields for their own timesheet.

1. Travis County Elections Employee Information: [LAST NAME] [FIRST NAME] [PERNR] 	2. Oath of Election Worker "I swear or affirm that I will not in any manner request or seek to persuade or induce any voter to vote for or against any candidate or measure to be voted on, and that I will faithfully perform my duty as officer of the election and guard the purity of the election." MY SIGNATURE CERTIFIES that the hours required by my elected or appointed office holder have been worked and that any exceptions to expected periods of work according to Travis County policy have been accurately reported. This time record is TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. Worker Signature _____ Deputy Signature _____
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In **(3) Set Up Only** box complete for site set-up **before** Early Voting period, **ONE HOUR MAXIMUM**. Every day of Early Voting, each worker must log in to ePollbook time recording system and enter required information.

Workers who have no record in ePollbook, must contact the Elections Call Center at **512-854-4783**. At the end of the work shift, each worker must record their Time Out on the ePollbook, print their adhesive label and affix label to the form in the box that corresponds to that day.

3. Set Up Only (Handwrite Information) Date _____ Position Worked _____ Location Name _____ Last Name _____ First Name _____ Time In: _____ Time Out: _____ Number of Hours Worked _____ One Hour Max	4. DAY 1 (Place Label Here) Date _____ Position Worked _____ Location Name _____ Last Name _____ First Name _____ Time In: _____ Time Out: _____ Number of Hours Worked _____
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EXAMPLE OF ELECTION DAY TIMESHEET

Election Day Statement of Compensation and Oaths v.2/24/2021 PCT:

AW7-2 Prescribed by Secretary of State
Section 02.003 Texas Election Code 3/07

Travis County Elections

Employee Information:

(LAST NAME)

(FIRST NAME)

(PRECINCT)



Travis County Elections

OATH (or AFFIRMATION) OF ELECTION WORKER

"I swear or affirm that I will not in any manner request or seek to persuade or induce any voter to vote for or against any candidate or measure to be voted on, and that I will faithfully perform my duty as officer of the election and guard the purity of the election."
MY SIGNATURE CERTIFIES that the hours required by my elected or appointed office holder have been worked and that any exceptions to expected period of work according to Travis County policy have been accurately reported.
This time record is **TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

FULL

Social Security # -

X

Worker Signature _____ Date _____

By your signature above, you are attesting the following:

- 1) you have taken the Oath of Election Worker
- 2) your Social Security number is correct,
- 3) your address and phone number are correct
- 4) you are accurately reporting your work hours

X

Presiding Judge Signature _____

(I state that the above is true and correct statement of the _____, address, Social Security number, and hours served of the election official conducting the above named election.)

Training (Handwrite Information)

Date _____

Last Name _____

First Name _____

Worked _____

Email _____

Location Name _____

Phone Number _____

Last Name _____

First Name _____

Time In: _____

Time Out: _____

Number _____

Number of Hours Worked _____

One Hour Max

Instructions

- Print and affix a Timesheet Label to both the White, Yellow, and Pink timesheets.
- If a label cannot be printed, handwrite the information.
- Each Judge and worker must sign and date their corresponding Worker Signature or Judge Signature field.
- Place timesheets for each worker in green Timesheet Envelope.

If you need to make a correction to your timesheet, mark a line through the incorrect information, make the correction and initial the change.

ELECTION DAY

Place Label Here

Travis County

Type of Election _____ Conducting Authority _____

Position Worked _____

Location Name _____

Last Name _____

First Name _____

Date of Birth _____

Mailing Address _____

City _____

State _____

Zip Code _____

Telephone Number _____

Email Address _____

Yes / No
Delivery (Circle One)

Training Date _____

Training Hours _____

Election Date _____

Hours Worked _____

Time In: _____

Time Out: _____

Total (Training + EDay) _____

OFFICE COPY (WHITE), EMPLOYEE COPY (YELLOW), JUDGE (PINK)

ELECTION DAY TIMESHEET OVERVIEW

(Statement of Compensation and Oaths)

On Election Day, before the polls open, log in to the ePollbook time recording system and enter the required information. At the end of the day, enter your “Time Out” on the ePollbook, print the adhesive label and affix it to the form. Handwrite your first and last name, and site precinct number in **(1) Employee Information** box. Only complete **(2) Set Up Only** box for site set-up done **before** Election Day, **ONE HOUR MAXIMUM**. Handwrite your **COMPLETE SOCIAL SECURITY NUMBER**, sign and date in **(3) Oath of Election Worker** box.

1. AW7-2 Prescribed by Secretary of State
Section 02.003 Texas Election Code 3/07

Travis County Elections
Employee Information:

(LAST NAME) _____

(FIRST NAME) _____

(PRECINCT) _____



2. **Set Up Only**
(Handwrite Information)
(Only if not on Election Day)

Date

Position Worked _____ Location Name _____

Last Name _____ First Name _____

Time In: _____ Time Out: _____

Number of Hours Worked _____ One Hour Max

3. **Travis County Elections**
OATH (or AFFIRMATION) OF ELECTION WORKER
"I swear or affirm that I will not in any manner request or seek to persuade or induce any voter to vote for or against any candidate or measure to be voted on, and that I will faithfully perform my duty as officer of the election and guard the purity of the election."
MY SIGNATURE CERTIFIES that the hours required by my elected or appointed office holder have been worked and that any exceptions to expected periods of work according to Travis County policy have been accurately reported.
 This time record is **TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

FULL Social Security #
 - -

X _____
 Worker Signature Date
By your signature above, you are attesting to the following:
 1) you have taken the Oath of Election Worker,
 2) your Social Security number is correct,
 3) your address and phone number are correct; and AW7-2 Prescribed by Secretary of State
 4) you are accurately reporting your hours worked Section 02.003 Texas Election Code 3/07

X _____
 Presiding Judge Signature Date
(I state that the above is a true and correct statement of the name, address, Social Security number, and hours served of the election official conducting the above named election.)

- All workers who have no record in the ePollbook, must contact the Elections Call Center at **512-854-4783**.
- All workers **MUST** turn in a signed Statement of Compensation and Oaths, even if they are volunteering their time and do not wish to be paid. Volunteers should write “Volunteer” in hours worked boxes.
- Do not enter a Clock-In time earlier than 6am.
- If you will deliver supplies to the Central Receiving Station (CRS), mark YES for the “Delivery” option.

What do I do with this form at the end of the day?

The white and yellow copies go into Yellow Envelope #2.
The Judge gives the pink copy to the worker.

Election Day clerks will **not** be compensated for set-up done before Election Day. Workers delivering supplies to the CRS are paid a flat fee. The “Time Out” on the Statement of Compensation and Oaths must be the time you left the polling place. **Do not not add time for delivery or time spent at the Central Receiving Station. You are not paid for picking up supplies at supply pickup.**

Judges: Turn in Election Day timesheets for you and your election workers at the Central Receiving Station. You must verify all workers’ white & yellow copies of Statement of Compensation and Oaths are placed in Yellow Envelope #2.

- All timesheets **MUST** be signed by Judges for all the Poll Worker team, and signed by the Poll Workers whose timesheet it is. **Lack of required signatures will delay payment!**
- It is your responsibility to complete timesheets accurately for prompt and correct payment. It is difficult for the elections office to correct mistakes after Election Day.

PERSONNEL INFORMATION

Frequently Asked Questions - FAQ's

What is the pay rate for poll workers? Pay rates are \$10 for clerks and \$12 for Deputies/Judges and Alternate Deputies/Alternate Judges.

Who hires clerks to work on Election Day? The Texas Election Code states that the Judge shall hire the clerks. **Sec. 32.031** - Presiding Judge to appoint clerks. (a) The Presiding Judge for each election precinct shall appoint the election clerks to assist the Judge in the conduct of an election at the polling place served by the Judge.

Am I required to hire the number of clerks listed in my Writ Of Election? Yes, you must hire the number of clerks documented on your Writ of Election.

What if I'm having difficulty hiring clerks? Ask a friend, neighbor or person that you know from a social group or civic organization. If you're still unable to recruit clerks, contact the Elections Call Center at **512-854-4783**.

What if I don't receive my check? Please allow 6-8 weeks for checks to be mailed. If you don't receive your check by the 8th week after the end of the pay period, call the Elections Call Center at **512-854-4783**. Pay periods are the 15th and last day of the month.

What if my check is wrong? If your check is incorrect, contact the Elections Call Center at **512-854-4783**.

Who do I contact for tax questions, or to request a W-2? Contact the County Treasurer's Office at **512-854-9365**.

What if I cannot pick up supplies? (Election Day) Ask the Alternate Judge if they can pick up the supplies. Please make sure the Alternate Judge knows the precinct number of their polling location.

What if I haven't received my Writ of Election? If you have not received your writ as it gets closer to Election Day, please contact the Elections Call Center at **512-854-4783**.

Election workers scheduled to work at my polling site have not shown up. Contact the Elections Call Center immediately at **512-854-4783**. We will arrange for assistance as soon as possible.

What time should I record on my Election Day timesheet if I'm delivering supplies to the Central Receiving Station? (Election Day) Record the time you left your polling place. The CRS Delivery Fee pays you for your drive time to the Central Receiving Station.

How much is the Central Receiving Station Delivery Fee? The CRS Delivery Fee payment is \$12.50 per person delivering supplies to the CRS. **Only two Judges per site may claim CRS Delivery Fee payment on their Election Day timesheets.**

Will I be reimbursed for the use of my personal cell phone? No. The Travis County Elections Division issues a cell phone to every polling site for your use. Remember to charge the cell phone issued to you prior to arriving at your site, and make sure you are familiar with its use and function. Instructions are included with the cell phone.

STUDENT ELECTION CLERKS

High School students who are 16 years of age or older have the opportunity to participate in the electoral process by serving as Elections Clerks at the polling place during Early Voting and/or Election Day.

What are the Requirements for a Student Election Clerk?

- Be at least 16 years old on Election Day;
- Be enrolled in a public, private, or qualified home school;
- Be a U.S. citizen;
- The student must complete the Student Election Clerk Application.
- Have their parent or guardian sign the Parent/Legal Guardian Permission portion, and their school principal sign the School Principal Authorization portion.

If you would like to request a Student Election Clerk Application, please contact the Elections Call Center at **512-854-4783**.



GENERAL PAYROLL FAQ's

Must a county withhold social security tax from an election worker's pay? Generally not. However, if the worker is employed through many elections during the tax year or works the entire early voting period for multiple elections, an Election Judge or clerk might earn enough to go over the threshold amount. The county is only required to withhold social security if the election worker pay exceeds the threshold amount. The Federal Insurance Contributions Act (FICA) tax exclusion for election officials and election workers is \$1,800 a calendar year. If an election worker is paid \$1,800 or more, FICA taxes begin from the first dollar paid.

May Election Judges and clerks claim unemployment benefits? Section 201.063(a)(1)(F) of the Texas Labor Code provides that an election official or worker is **not** considered an employee of a political subdivision for purposes of unemployment compensation if the remuneration received by the official during the calendar year is less than \$1000. This legislative change from 2013 allows state law to track federal law. They may claim unemployment, but if the county responds to the chargeback letter from the Texas Workforce Commission in a timely manner, per the Secretary of State (SOS) primary administration manual, the county will likely receive a "benefits are not chargeable" determination: www.sos.state.tx.us/elections/forms/primaryfinance/pefmgcc.pdf. Note that the employee may always claim unemployment. The issue for the employer is the effect of that claim on its unemployment chargeback.

May an Election Judge or clerk decline their salary for the election? Yes, although the election worker may not direct how the waived salary will be used by the county. If the worker wishes the money that would have been used as pay to be used for a particular purpose, it would generally be better for them to accept the pay and donate it directly.

May an election worker be paid for work they completed prior to the polls opening on Election Day?

To an extent. A Judge or a clerk generally may not be paid for more than one hour of work prior to the opening of the polls. A Judge or clerk may be paid beyond that hour of work if the payment is for updating the precinct list of registered voters to integrate the registration correction list under Section 62.014 of the Texas Election Code.

Are Election Judges considered public officers?

Yes, per a recent Attorney General opinion, KP-140 (2017). Practically, this means the Judges (presiding and alternate) must take the constitutional oath of office under article XVI, section 1 of the Texas Constitution in front of an authority authorized to give the oath. At the county level, persons who may give the oath of office include: notary publics, a Judge, retired Judge or clerk of a municipal court, a Judge, retired Judge, senior Judge, clerk or commissioner of a court of record, a justice of the peace or clerk of a justice court, and the county treasurer. Counties have addressed this requirement in different ways. Some counties, for example, have someone present to issue the constitutional oath at the same time the judge picks up the supplies prior to Election Day. In addition to taking the constitutional oath, polling place officials must also complete the oath required under Election Code §62.003 before the polls open.

Is there a prohibition against an election worker having a candidate's sign in their yard or otherwise expressing political opinions prior to their service at the polling place?

There is no prohibition against an election worker expressing their political opinions prior to service at the polling place. At the polling place, prior to the start of voting, the officials take an oath to not in any manner seek to persuade or induce a voter to vote for or against any candidate or measure.

May a Presiding Election Judge employ a relative to serve as a clerk at the polling place?

Not if the person is related to the Judge within the third degree by consanguinity or the second degree by affinity. Because the Election Judge is considered a public official, the nepotism prohibitions set out in Chapter 573 of the Government Code apply. For more information on nepotism, see our publication Pitfalls & Perils of Public Office. That said, there is no general prohibition in the Code against spouses or other relatives serving together at a polling place. For example, it would be permissible for a Judge to appoint a married couple not related to the Judge to serve as clerks at his or her polling place. It is also permissible for the Commissioners Court to appoint a related presiding Judge and Alternate Judge.

May an Election Day Judge or Clerk serve less than the full day? May they come and go on Election Day?

Travis County expects all Election Day Judges and Alternate Judges to serve the full day at the polling site.

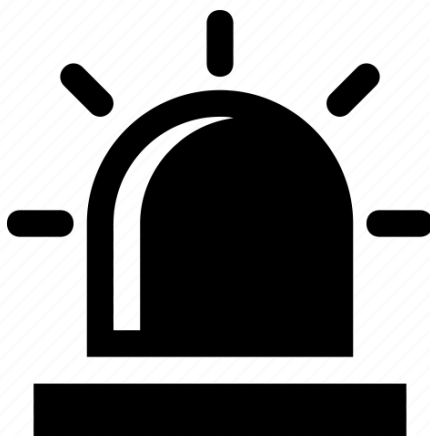
EMERGENCIES IN THE POLLING PLACE

Medical Emergencies

Please call **9-1-1** if an election worker or voter needs immediate medical attention. Listen and execute instructions given by the **9-1-1** operator and First Responders. As soon as possible, please contact the Elections Call Center at **512-854-4783** to inform us that an emergency has occurred. It may be necessary for us to send a replacement election worker to the site and/or to complete an Incident Report. Please be as detailed as possible about the events surrounding the emergency so that we can properly respond.

Accidents in the Polling Place

If an accident occurs in the Polling Place, please inform the Elections Call Center immediately at **512-854-4783** **EVEN IF NO ONE APPEARS TO BE HURT AND NO EQUIPMENT SEEMS TO BE BROKEN!** It is **very important** that you document the incident on a Standard Affidavit.



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