



# **PERSONNEL HANDBOOK**

**Travis County Clerk Elections Division  
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Assistant Director

Assistant Director

**Vacant**

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Sarah Wood

**Personnel Manager**

Personnel Coordinator

Personnel Coordinator

Personnel Coordinator

Call Center Coordinator

**Adam Alvarez**

Serena Horn

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**Training/Sites/ADA Manager**

Training Coordinator

Training Coordinator

Training Coordinator

Training Coordinator

Sites Coordinator

Sites Coordinator

ADA Coordinator

ADA Coordinator

ADA Coordinator

**MiShon Davis**

Caitlin Arzate

Andres Sanchez

Jordan Sanchez

Dan Racer

Andrew Dillard

Cinnamon Babbitt

Tim Moore

Destini Williams

John Bennett

**Voting Equipment Manager**

Voting Equipment Coordinator

Voting Equipment Coordinator

Operations Coordinator

**Vacant**

Jonathan Williams

Katonya Williams

Jorge Escoto

**Ballot Technologies Manager**

Ballot By Mail Coordinator

Ballot By Mail Coordinator

Ballot By Mail Coordinator

Ballot Programmer

E-pollbook Coordinator

**Chris Baldenhofer**

Jacqueline Augenbraun

Neil Plumbley

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Emma Lever

Shelton Charles

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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 here to assist you at **512-854-4783**.

## YOUR DUTIES AND RESPONSIBILITIES

Your duty as a poll worker is to ensure that all voters can exercise their right to cast their vote privately and securely. It is your responsibility to assist all voters to the best of your ability.

To help you with this, you **are required** to attend Early Voting and/or Election Day training class and review your Training Manual with other training materials. **Note, Election Day training for a Primary Election is not payable.** To be a successful poll worker, you must arrive at your polling site on time, set up the polling site, check in and process voters, and close the polling site at the end of the day.

Remember that Elections are a team effort. We are grateful guests at our polling sites and could not do this without them. Treat all polling site hosts, co-workers, voters, and Travis County Elections staff with courtesy, respect, and dignity. Keep the site clean and return any furniture back to its original placement at the end of the day. Thank you for your service to the voters of Travis County.

## **Work as a Team**

Create an environment that reflects the County Clerk's Mission of creating a safe haven for voters to exercise their right to vote in an unthreatening, supportive and universally accessible environment. 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**. The Call Center Operators will contact the appropriate member of the elections staff to resolve the issue or question.

## **Keep Conversations Neutral**

Personal opinions should be left at the Distance Marker, 100 ft from the front door. Never attempt to influence a voter in any way. Do not discuss political issues, candidates, or turnout at the polling place, even if voters are not present. Do not speculate on the outcome of the election.

## **Dress Appropriately**

You are representing the Travis County Clerk. Your appearance and behavior reflect on this office. See the Poll Worker Dress Code on page 5.

## **Remember, We Are a Team!**



# 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!



## 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.



# **BASIC ELECTIONS OVERVIEW**

An election consists of two periods of in-person voting, Early Voting and Election Day. Early Voting happens first and can last up to two weeks. Election Day happens four days after Early Voting. Below is a brief overview of poll worker duties for these periods.

## **Early Voting (EV)**

Polls are open each day Monday-Saturday 7am – 7pm and on Sunday 12pm-6pm. EV consists of an AM Shift and a PM Shift of poll worker teams staffing a polling site. At shift change, the AM team leaves and the PM team assumes the site operation until the polls close. On the last day of Early Voting (Early Voting Closeout), the PM Deputy returns supplies to 5501 Airport Blvd. Deputies are not paid for Early Voting Closeout.

## **EV Poll Worker Shifts**

AM Poll Workers work from 6am – 1pm. Polling sites that are lockable overnight may leave their equipment powered off and left in place. You do not need to pack everything into the ESC or perform a full setup each day. The AM shift for poll workers at these lockable sites will begin at 6:30am beginning with Day 2. PM Poll Workers work from 1pm – 7pm (until the last voter in line by 7pm votes).

## **EV Clerks**

Receives 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. Periodically inspects the interior and exterior of the polling site and verifies that required postings are posted, outdoor signage and ADA remediation supplies are upright and at the proper location. Remain vigilant for live ballots that try to take selfies or walk out of the polling place.

## **EV Alternate Deputy**

Performs the same tasks as a Clerk. Assists the Deputy in managing the set-up and operation of the polling site throughout the Early Voting period. Must be able to step in as Deputy and carry out all Deputy responsibilities if needed.

## **EV Deputy**

The AM Deputy meets the Voting Equipment Tech during Site Setup to arrange the check-in table, and voting stations. They also receive Security keys, a county issued cell phone, important memos, and if applicable, building keys.

The PM Deputy prepares the sealed ballot bin and paperwork each night of Early Voting and on the last night, delivers all supplies along with the results stick to the EV Closeout.

Deputies should follow the Poll Worker Manual and Call Center or Voting Equipment Tech guidance to process voters and manage the operation of the polling site throughout the EV period.

## **Election Day (Eday)**

Polls are open 7am – 7pm on Eday. Poll workers are scheduled to work a single shift, 6AM – 8PM (until the last voter in line by 7pm votes and all voting equipment has been packed away).

## **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. Periodically inspects the interior and exterior of the polling site and verifies that required postings are posted, outdoor signage and ADA remediation supplies are upright and at the proper location. Remain vigilant for live ballots that try to take selfies or walk out of the polling place.



## **Election Day Alternate Judge**

Performs the same tasks as a Clerk. Assists the Judge in managing the polling site set-up, operation, and closedown. Must be able to step in as the Judge and carry out all Judge responsibilities if needed.

## **Election Day Judge**

The Judge is responsible for obtaining Election Supplies from the Elections Division during Supply pick up, and setting up the polling site with the help of the other poll workers. Judges should be able to follow the Poll Worker Manual and Call Center or Voting Equipment Tech guidance to process voters and manage the operation of the polling site. After the site has closed, the Judge must return the sealed ballot bin, the results stick and other paperwork to the Central Receiving Station (CRS).



## **STUDENT ELECTION CLERKS**

High School students 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;
- Student must complete the Student Election Clerk Application.
- Parent or guardian signs the Parent/Legal Guardian Permission portion, and their school principal signs 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**.

## WRIT OF ELECTION

A Writ of Election is an official document that serves to notify the Presiding Judge 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 Alternate Judge’s name and contact information. The Writ of Election is emailed and mailed to the Judges. If you have not received your writ as it gets closer to Election Day, please contact the Elections Call Center at **512-854-4783**.



## TIMESHEET INFORMATION

Poll workers submit their worked hours electronically and using a paper timesheet. If you are unable to print a sticker from the Brother printer, record your information manually on your timesheet.

Early Voting Deputies and Election Day Judges must return completed timesheets for every worker to the Elections Office for workers to be paid on time. A timesheet envelope is provided for each Early Voting pay period and on Election Day to return the completed timesheets.

Follow all instructions to accurately record your work hours, training time, and Polling Site Set-Up as applicable. **All Timesheets Must Have All Required Poll Worker Signatures To Avoid a Payment Delay!**

## IMPORTANT INFORMATION ABOUT PAYCHECKS

All checks are 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

## Early Voting Worker Timesheet

6/11/2022

<p><b>Travis County Elections</b> Employee Information:</p> <p>_____</p> <p><b>LAST NAME</b></p> <p>_____</p> <p><b>FIRST NAME</b></p> <p>_____</p> <p><b>POSITION</b></p> <p>_____</p> <p><b>LOCATION NAME</b></p> <p>_____</p>	<p><b>Oath of Election Worker</b></p> <p>"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."</p> <p><b>MY SIGNATURE CERTIFIES</b> 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 <b>TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.</b></p> <p>_____</p> <p>Worker Signature</p>	<p><b>Fully Complete Your Timesheet For Proper Payment</b></p> <ul style="list-style-type: none"> <li>• Print and affix a Timesheet Label for each day worked.</li> <li>• If a label cannot be printed, <b>handwrite the information.</b></li> </ul> <p>Place Early Voting timesheets for each worker in green Timesheet Envelope.</p> <p>At the end of the pay period, and on the last day of Early Voting; turn in green Timesheet Envelope with Daily Balancing Envelope in the Blue Transmittal Bag.</p>
<p><b>TRAINING</b> (Handwrite Information)</p> <p>Check Only One:</p> <p><input type="checkbox"/> In Person Training</p> <p><input type="checkbox"/> Online Training</p> <p>_____</p> <p>Training Date</p> <p>_____</p> <p>Phone Number</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><b>Site Set Up</b> (Handwrite Information)</p> <p>_____</p> <p>Appointment Date</p> <p>_____</p> <p>Location Name</p> <p>_____</p> <p>Only one AM worker per site may perform the one hour site set up procedure.</p> <p><input type="checkbox"/> By checking this box, I confirm that I attended my site set up with the Voting Equipment Technician at the assigned date and time.</p>	<p><b>DAY 1</b> (Place Label Here)</p> <p>_____</p> <p>Date</p> <p>_____</p> <p>Position Worked</p> <p>_____</p> <p>Location Name</p> <p>_____</p> <p>Last Name _____ First Name _____</p> <p>Time In: _____ Time Out: _____</p> <p>Number of Hours Worked _____</p>
<p><b>DAY 2</b> (Place Label Here)</p> <p>_____</p> <p>Date</p> <p>_____</p> <p>Position Worked</p> <p>_____</p> <p>Location Name</p> <p>_____</p> <p>Last Name _____ First Name _____</p> <p>Time In: _____ Time Out: _____</p> <p>Number of Hours Worked _____</p>	<p><b>DAY 3</b> (Place Label Here)</p> <p>_____</p> <p>Date</p> <p>_____</p> <p>Position Worked</p> <p>_____</p> <p>Location Name</p> <p>_____</p> <p>Last Name _____ First Name _____</p> <p>Time In: _____ Time Out: _____</p> <p>Number of Hours Worked _____</p>	<p><b>DAY 4</b> (Place Label Here)</p> <p>_____</p> <p>Date</p> <p>_____</p> <p>Position Worked</p> <p>_____</p> <p>Location Name</p> <p>_____</p> <p>Last Name _____ First Name _____</p> <p>Time In: _____ Time Out: _____</p> <p>Number of Hours Worked _____</p>

# EARLY VOTING TIMESHEET OVERVIEW

Each worker must write their last and first name, work position, and site name in the **(1) Employee Information** box. The worker signs in the **(2) Oath of Election Worker** box.

**1. Travis County Elections**  
Employee Information:

---

**LAST NAME**

---

**FIRST NAME**

---

**POSITION**

---

**LOCATION NAME**

**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**

In **(3) Site Set Up** box, complete site set up done **before** Early Voting period. Every day of Early Voting, each worker must sign in to ePollbook time recording system and enter required information.

Workers with no record in the ePollbook, should contact the 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 it to the box that corresponds to that day.

**3. Site Set Up**  
(Handwrite Information)

---

**Appointment Date**

---

**Location Name**

**Only one AM worker per site may claim the one hour site set up credit.**

By checking this box, I confirm that I attended my polling site set up with the Voting Equipment Technician at the assigned date and time.

**4. DAY 1**  
(Place Label Here)

---

**Date**

---

**Position Worked**

---

**Location Name**

---

**Last Name** \_\_\_\_\_ **First Name** \_\_\_\_\_

**Time In:** \_\_\_\_\_ **Time Out:** \_\_\_\_\_

**Number of Hours Worked** \_\_\_\_\_

# EXAMPLE OF ELECTION DAY TIMESHEET

<b>Election Day Statement of Compensation and Oaths 12/13/2021</b>		PCT:																											
<p style="font-size: small; margin: 0;">AW7-2 Prescribed by Secretary of State Section 62.003 Texas Election Code 3/07</p> <p><b>Travis County Elections</b></p> <p>Employee Information:</p> <p>_____</p> <p><b>LAST NAME</b></p> <p>_____</p> <p><b>FIRST NAME</b></p> <p>_____</p> <p><b>POSITION</b></p> <p>_____</p> <p><b>LOCATION NAME</b></p> <p>_____</p>	<p><b>OATH (or AFFIRMATION) OF ELECTION WORKER</b></p> <p>"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."</p> <p><b>MY SIGNATURE CERTIFIES</b> 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 <b>TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.</b></p> <p>Handwrite your <b>FULL Social Security number</b> below:</p> <table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 30px; height: 30px;"> </td> <td style="border: 1px solid black; width: 30px; height: 30px;"> </td> <td style="border: 1px solid black; width: 30px; height: 30px;"> </td> <td style="border: 1px solid black; width: 30px; height: 30px;"> </td> <td style="border: 1px solid black; width: 30px; height: 30px;"> </td> <td style="border: 1px solid black; width: 30px; height: 30px;"> </td> <td style="border: 1px solid black; width: 30px; height: 30px;"> </td> <td style="border: 1px solid black; width: 30px; height: 30px;"> </td> <td style="border: 1px solid black; width: 30px; height: 30px;"> </td> <td style="border: 1px solid black; width: 30px; height: 30px;"> </td> <td style="border: 1px solid black; width: 30px; height: 30px;"> </td> <td style="border: 1px solid black; width: 30px; height: 30px;"> </td> </tr> </table> <p><b>X</b> _____</p> <p><b>Worker Signature</b> <span style="float: right;"><b>Date</b> _____</span></p> <p style="font-size: x-small;">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. 4) You are accurately reporting your hours worked.</p> <p><b>X</b> _____</p> <p><b>Presiding Judge Signature</b> <span style="float: right;"><b>Date</b> _____</span></p> <p style="font-size: x-small;">(I state that the above is a true and correct statement of the name, address, Social Security number, and hours served in conducting the election.)</p>																												
<p><b>TRAINING</b> (Handwrite Information)</p> <p>Check Only One:</p> <p><input type="checkbox"/> In Person Training</p> <p><input type="checkbox"/> Online Training</p> <p>_____</p> <p style="text-align: center; font-size: x-small;">Training Date</p> <p>_____</p> <p style="text-align: center; font-size: x-small;">Phone Number</p> <p>_____</p> <p style="text-align: center; font-size: x-small;">Email</p>	<p style="text-align: center;"><b>Site Set Up Before Election Day</b> (Handwrite Information)</p> <p>_____</p> <p style="text-align: center; font-size: x-small;">Location Name</p> <p>_____</p> <p style="text-align: center; font-size: x-small;">Only two workers per site may claim one hour site set up credit.</p> <p><input type="checkbox"/> By checking this box, I confirm that I took part in setting up my polling site before Election Day.</p>																												
<p><b>Instructions</b></p> <ul style="list-style-type: none"> <li>Print and affix a Timesheet Label to both the White, Yellow, and Pink timesheets.</li> <li>If a label cannot be printed, handwrite the information.</li> <li>Each Judge and worker must sign and date their corresponding Worker Signature or Judge Signature field.</li> </ul> <p style="font-size: x-small;">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.</p>	<p><b>Update Your Information Only If It Has Changed</b></p> <p style="text-align: center; font-size: x-small;">Mailing Address</p> <p>_____</p> <p style="text-align: center; font-size: x-small;">City State Zip Code</p> <p>_____</p> <p style="text-align: center; font-size: x-small;">Phone Number</p> <p>_____</p> <p style="text-align: center; font-size: x-small;">Email</p> <p>_____</p>																												
<p style="text-align: center;"><b>ELECTION DAY</b></p> <p style="text-align: center;">Place Label Here</p> <p style="text-align: center; font-weight: bold; font-size: small;">Travis County</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; width: 50%; font-size: x-small;">Type of Election</td> <td style="border-bottom: 1px solid black; width: 50%; font-size: x-small;">Conducting Authority</td> </tr> <tr> <td style="border-bottom: 1px solid black; font-size: x-small;">Last Name</td> <td style="border-bottom: 1px solid black; font-size: x-small;">First Name</td> </tr> <tr> <td style="border-bottom: 1px solid black; font-size: x-small;">Position Worked</td> <td style="border-bottom: 1px solid black; font-size: x-small;">Mailing Address</td> </tr> </table>		Type of Election	Conducting Authority	Last Name	First Name	Position Worked	Mailing Address	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; width: 30%; font-size: x-small;">City</td> <td style="border-bottom: 1px solid black; width: 30%; font-size: x-small;">State</td> <td style="border-bottom: 1px solid black; width: 30%; font-size: x-small;">Zip Code</td> </tr> <tr> <td colspan="3" style="text-align: center; border-bottom: 1px solid black; font-size: x-small;">Date of Birth</td> </tr> <tr> <td colspan="3" style="text-align: center; border-bottom: 1px solid black; font-weight: bold; font-size: small;">Yes / No</td> </tr> <tr> <td colspan="3" style="text-align: center; font-size: x-small;">Central Receiving Station Delivery (Circle One)</td> </tr> <tr> <td colspan="3" style="border-bottom: 1px solid black; font-size: x-small;">Election Date</td> </tr> <tr> <td colspan="3" style="border-bottom: 1px solid black; font-size: x-small;">Time In:</td> </tr> <tr> <td colspan="3" style="border-bottom: 1px solid black; font-size: x-small;">Time Out:</td> </tr> </table>	City	State	Zip Code	Date of Birth			Yes / No			Central Receiving Station Delivery (Circle One)			Election Date			Time In:			Time Out:		
Type of Election	Conducting Authority																												
Last Name	First Name																												
Position Worked	Mailing Address																												
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Central Receiving Station Delivery (Circle One)																													
Election Date																													
Time In:																													
Time Out:																													

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

# ELECTION DAY TIMESHEET OVERVIEW

## (Statement of Compensation and Oaths)

After all equipment is set up, clock in using the ePollbook time recording system and enter the required information. At end of day, enter your Time Out on the ePollbook, print the adhesive label and affix it to the form.

**(1) Employee Information** box: Write your last and first name, work position, and site name. **(2) Oath of Election Worker** box: Handwrite your **FULL SOCIAL SECURITY NUMBER**. The poll worker and Judge should sign and date. **(3) Training** box: Indicate the training you completed. Only complete **(4) Set Up Only** box: for site set-up done **before** Election Day.

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

**Travis County Elections**  
Employee Information:

\_\_\_\_\_

**LAST NAME**

\_\_\_\_\_

**FIRST NAME**

\_\_\_\_\_

**POSITION**

\_\_\_\_\_

**LOCATION NAME**

**2. 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**.  
**Handwrite your FULL Social Security number below:**

□	□	□	■	□	□	■	□	□	□	□
---	---	---	---	---	---	---	---	---	---	---

**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. 4) You are accurately reporting your hours worked.

**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 election.)

**3. TRAINING**  
(Handwrite Information)

**Check Only One:**

In Person Training

Online Training

\_\_\_\_\_

Training Date

\_\_\_\_\_

Phone Number

\_\_\_\_\_

Email

**4. Site Set Up**  
**Before Election Day**  
(Handwrite Information)

\_\_\_\_\_

Date

\_\_\_\_\_

Location Name

**Only two workers per site may claim the one hour site set up credit.**

By checking this box, I confirm that I took part in setting up my polling site before Election Day.

- Any worker that is unable to clock in using 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.
- 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?** File the white copy in the Clear Timesheet Envelope. On Election Day, the Poll Worker retains the yellow copy for their records. File the pink copy in the Pink Judge’s Envelope #3 for the Judge’s records. File the white copy in Yellow Envelope #2 and return it to CRS.

**Should I add time to my timesheet for delivering supplies to CRS?** Judges delivering supplies to the CRS receive a flat payment. The “Time Out” on the Statement of Compensation and Oaths must be the time you left the polling place. **Do not add time for delivery or time spent at the Central Receiving Station.**

# PERSONNEL INFORMATION

## FREQUENTLY ASKED QUESTIONS - FAQ's

**What is the pay rate for poll workers?** Pay rates are \$20 for clerks and \$22 for Deputies/Judges and Alternate Deputies/Alternate Judges.

**How early should I arrive at my polling site?** You should arrive at least 15 minutes early but wait to clock in at the start of your shift.

**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**.

**What if the Judge 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 name and location of the polling site and notifies the Call Center.

**The other poll workers have not arrived; I'm the only one here. Can you send me some help?** Contact the Elections Call Center immediately at **512-854-4783**. We will arrange for assistance as soon as possible.

**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.



**Can I bring food to the polling site?** Yes, but keep in mind that we are guests at the polling place and must be respectful of our hosts and their rules. Be aware that the polling site may not allow you to use these areas. Please do NOT rely on the polling site to feed the team. Please clean up after yourself.

**Can poll workers accept food from the public?** Yes. It is not prohibited to accept an in-kind contribution of food or beverage for election workers during the administration of an election. Tx Election Code Sec. 31.126

**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 having a candidate's sign in my yard or otherwise expressing political opinions prior to service at the polling place prohibited?**

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. Out of respect for the voters and your fellow poll workers, we shouldn't discuss politics at the polling location.

**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. 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?**

Election Day Judges, Alternate Judges, and Clerks are required to serve the full day at the polling site. Early Voting Deputies, Alternate Deputies and Clerks are required to serve their full shift for the duration of Early Voting.

## **PAYROLL FAQ's**

**How much is the Central Receiving Station delivery payment?**

**(Early Voting)** Returning supplies to CRS is not a paid activity allowed by the Election Code. You should clock out after all supplies are packed and before you leave your polling site.

**(Election Day)** The CRS Delivery payment is \$25 for delivering supplies to the CRS. The Election Judge must return the supplies to CRS. If the Judge cannot deliver the supplies, the Alternate Judge or a clerk can be designated in the Judge's place and will be entitled to the compensation for that service. Tx Election Code [Sec. 32.092.](#)

**When can I expect my check?** Early voting workers with Direct Deposit can expect their check to be deposited 2 weeks after the end of the pay period. Election Day workers should 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 end on the 15<sup>th</sup> and last day of the month.

**Can I receive my payment via Direct Deposit?**

Only early voting workers are eligible for Direct Deposit. If you are an early voting worker, email [eRecruiting@traviscountytexas.gov](mailto:eRecruiting@traviscountytexas.gov). You will need to fill out the form and submit it with either a cancelled or voided check or with a financial statement showing your banking information.

**I don't always receive mail. Can I pickup my paycheck?** Yes. You may pickup your check from the payroll office in downtown Austin. Please call the Elections Call Center at **512-854-4783** to make arrangements. You will need to show a photo ID.

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

**May an Election Judge or Clerk decline their salary for the election?**

Yes. If someone wishes to serve as a volunteer, they should write the word VOLUNTEER on their timesheet in big letters. If the worker wishes the money that would have been used as pay to be used for a particular purpose, it would be better for them to accept the pay and donate it directly.

**Who do I contact for tax questions, or to request a W-2?**

Email your questions or requests to the County Treasurer's Office at [Payroll@traviscountytexas.gov](mailto:Payroll@traviscountytexas.gov). Please include the last four digits of your Social Security number in your email.

## **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 of \$2,000 in a calendar year. If an election worker is paid \$2,000 or more, FICA taxes begin from the first dollar paid.

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

An election judge or clerk may not be paid for more than two hours of work before the polls open, including up to one hour site setup. A judge or clerk may not be paid for more than two hours of work done after the time for closing the polls or after the last voter has voted, whichever is later. TX Election Code Section [32.091\(b\)](#)

## **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](http://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.

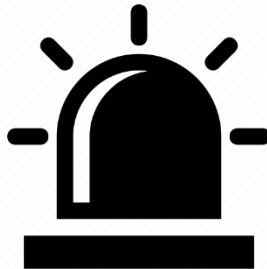
# EMERGENCIES IN THE POLLING PLACE

## 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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