

ELECTION WORKER TRAINING GUIDE

ST. LOUIS PARK ELECTIONS

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2021



Experience VOTING in the Park

ELECTION WORKER TYPES



NOTE: Each election worker can carry out different roles, but can't switch types. When you apply to be an election judge you may indicate your interest in any role. However, we often have more volunteers for some roles than need. You will be assigned to a role which may not be your first preference.

Chair (C)

The chair is the manager of the polling place. They are responsible for assigning duties to all workers at the precinct, handling unique situations, ensuring proper procedures are being followed and staying in communication with election headquarters. They are also required to accurately and entirely complete official paperwork. Both the Chair and Co-chair receive extensive support and training to ensure they are successful. **\$12 per hour**

Co-chair (CC)

The co-chair partners with the chair to complete all official duties and manage the polling place. Their main concern is making sure voters are being served efficiently and that workers are following established procedures. They must be willing to serve as chair if the assigned chair is unable to work. **\$11 per hour**

Election worker (EW)

An election worker can serve in many different roles on Election Day. They can rotate throughout these roles as directed by the chair, including ballot worker, demonstration worker, greeter and ballot counter worker. This is the most common job at the polling place. **\$10 per hour**

Student election worker (SEW)

Student election workers are individuals 16 years of age or older who serve alongside election workers. They can perform the same duties as other workers in the precinct, except for duties that require party designation. Student election workers may be excused from school in order to serve. **\$9.75 per hour**

Pollbook specialist (PBS)

The pollbook specialist is an election worker who is specially trained to use the pollbook equipment to check in voters and process registrations on Election Day. Pollbook specialists can serve in any role in the precinct except chair/co-chair, but their main duty will be to use the pollbooks to assist voters. **\$10.75 per hour**

Healthcare facility (HCF)

These workers assist administering elections to residents at statutorily defined healthcare facilities within the two weeks before Election Day. Two workers of different major political parties work with each voter to receive and complete a ballot, providing as much assistance as each voter requests. Assigned shifts are typically three hours and take place during the day. **\$11 per hour**

ELECTION WORKER TRAININGS



Administrative training (separated into beginner and returning worker sessions)

Formerly called *Forms and Procedures Training*, this class contains basic information all election workers will need to be prepared to work on Election Day. This class is a statutory requirement for all workers. Election Day activities covered include: polling place operations information, roles and duties of each worker, voter registration procedures and expectations for election workers. In addition, the training will cover who can be in a polling place, who can help a voter and how to resolve different situations that may arise. **2 hours, paid**

Pollbook specialist training (only returning workers)

This is an advanced course for returning workers who are assigned to serve in this role on Election Day. This course is required for chairs, co-chairs, pollbook specialists and student workers. Only workers who complete this can operate the pollbook on Election Day. The course quickly reviews basic check-in procedures before diving into more complex scenarios for voters who need to register on Election Day, vote under special circumstances or resolve a challenge on their record prior to voting. **2 hours, paid**

Chair/Co-chair training

This session is for chairs and co-chairs only. In this session they receive key information about running the precinct. Training will include reviews of the chair worker manual, supply boxes and emergency procedures. Closing and opening the polls and filling in required forms is also covered. This training is required. **1 hour, paid**

Healthcare facility training

Reviews healthcare facility voting, a statutorily required form of voter outreach for voters living in specifically defined health care facilities. All workers serving in this capacity are required to take this training. **2 hours, paid**

Elections technology lab time

This is an optional session to explore all the technology that is used on Election Day. There will not be any instructions, just elections staff to answer various questions as you work through prompts. This is open for any election workers. **1 hour, unpaid**



FAQ'S ABOUT TRAINING



Elections technology lab time

This is an optional session to explore all the technology that is used on Election Day. There will not be any instructions, just elections staff to answer various questions as you work through prompts. This is open for any election workers. **1 hour, unpaid**

Why do I/don't I have to take pollbook training?

In addition to the state requirements, we require training on the use of pollbooks for those who will be using them on Election Day to ensure we maintain the highest level of service to our voters. If you are not assigned in a role that will require you to use the pollbooks on Election Day, you will not need to attend this training.

How do I serve as a pollbook specialist, healthcare facility worker, chair or co-chair?

Returning workers that volunteer for these positions are typically selected to serve again in subsequent years. We attempt to include those that volunteer for these positions. However, all assignments will be made based on need. People will be assigned where the need is greatest allowing us all to successfully provide the best service to voters.



WHICH TRAININGS ARE REQUIRED?

NOTE:

- We ask all who can complete the training online do so.
- Administrative training is separated into beginner and returning worker sessions.
- Pollbook training is always in person and meant for returning workers only.



Election worker types	Chair/Co-chair	Pollbook specialist	Election worker	Student election worker	Healthcare facility
Administrative training (2 hours)	Required	Required	Required	Required	Required
Pollbook training (2 hours)	Required	Required	Not required	Required	Not required
Chair/co-chair training (1 hour)	Required	Not required	Not required	Not required	Not required
Health care facility training (2 hours)	Not required	Not required	Not required	Not required	Required
Election technology lab time (1 hour)	Optional	Optional	Optional	Optional	Not required
Total	6 hours of paid training	5 hours of paid training	3 hours of paid training	5 hours of paid training	4 hours of paid training

ELECTION DAY ROLES

1. Chair
2. Co-chair
3. Greeter
4. Pollbook specialist
5. Demonstration worker
6. Ballot worker
7. Ballot counter worker



Chair

Co-chair

RELATED ROLES

Greeter

Pollbook specialist

Demonstration worker

Ballot worker

Ballot counter worker

