

## **Village of Grafton Needs Election Inspectors!**

The Village of Grafton needs your help! We are calling on residents of Grafton willing to serve as election inspectors for the April 7 election to replace poll workers who are unable to serve due to age or health concerns from the Coronavirus COVID-19 pandemic.

The Village of Grafton has approximately 35 poll workers, known as election inspectors, who serve at our polling place. If you are a state, county or municipal employee, a teacher, a student or someone who is looking for temporary work, we really need your help.

In Wisconsin, election inspectors are appointed at the municipal level. Anyone who is interested in working should contact the clerk's office immediately by email at [kolsen@village.grafton.wi.us](mailto:kolsen@village.grafton.wi.us).

The Wisconsin Elections Commission and the Wisconsin Department of Health Services are working to provide local election officials with guidance for ways to conduct the election safely and securely.

Voter turnout at the polling place is expected to be much lower than normal, but workers are still needed to process a much higher number of absentee ballots than normal.

*What are the responsibilities of an election inspector?* Election inspectors conduct assigned duties at a polling site on Election Day. Duties can include issuing ballots to registered voters, registering voters, monitoring the voting equipment, explaining how to mark the ballot or use the voting equipment, or counting votes.

*What are the hours and location of work?* Polling places are open statewide from 7:00 a.m. to 8:00 p.m. Poll workers day begins at approximately 6:00 a.m. until approximately 9:00 p.m. Location is Grace Lutheran Church, 715 6th Avenue in Grafton.

*Are election inspectors paid or volunteers?* Election inspectors are paid by the Village of Grafton.

*What are the training requirements for election inspectors?* The Village of Grafton Clerk's office will provide online training and answer any questions new election inspectors have prior to and during the April 7th election.

*What length of commitment will be expected?* Poll workers are usually appointed to two-year terms and are generally asked to make a minimum two-year commitment. However, given the current circumstances volunteers for only the April 7 election are appreciated and should not be expected to meet the full two-year commitment.

*What are the qualifications to be an election inspector?*

- Be a qualified elector of the county in which the municipality is located (*i.e., an adult citizen of the US and is not otherwise disqualified to vote*)
- Be able to read and write fluently in the English language
- NOT be a candidate for any office to be voted on at the polling place at that election.

*Can I be excused from my regular job to be an election inspector?*

Wisconsin law requires every employer to grant an unpaid leave of absence to each employee who is appointed to serve as an election official, if the employee who serves as an election official provides their employer with at least seven days' notice. The leave is for the entire 24-hour period of each election day in which the employee serves in their official capacity as an election official. Upon request of any employer municipal clerks must verify appointments.

*How do state employees become election inspectors?*

Wisconsin Statutes provide that state employees appointed by a municipal clerk to serve as election officials must be granted leave without loss of pay or benefits for the entire 24-hour period of each election day in which the employee is serving as an election official. Employees must provide at least seven days' notice of the need for leave.

State employees may certify to the municipality that they choose not to be paid as poll workers. Alternatively, those state employees who receive pay as election officials must certify in writing to the (state) payroll office the amount of compensation received. The agency must deduct that amount from the employee's pay earned for scheduled work hours during the 24-hour period of the election day.

State employees who "volunteer" but are not appointed to be poll workers must take vacation or leave without pay if authorized by supervisory staff.