

# Work at the Polls on Election Day

Each year, the Middlesex County Electoral Board appoints over 75 citizens to work at the polls on Election Days to ensure elections are run in an honest and well-organized manner.

## Who can work at the polls?

- Registered Virginia voters who
- Don't hold an elected office or work for an elected official and
- Available from 5 am – 8 pm or later on Election Day. Can't work all day? — Divide the AM and PM time with a partner
- File an OATH with Election's office
- Be committed to the electoral process

Helpful traits to have include good communications skills, high energy level, enjoy being with people, detail oriented and patience. Computer skills are also valuable!

## What do Officers of Election do?

- Set up precincts for the election
- Check photo IDs and check names on the electronic poll book.
- Issuing ballots to voters.
- Provide assistance and instructions in using the voting machines
- Tabulate the results at the close of the polls.
- Clean up the polling place.
- Overseeing election procedures to ensure a fair and impartial election.

## Where will I work?

The Middlesex County has 5 districts and currently operates 7 voting precincts. Every effort is made to assign Officers of Election to the polling place in which they vote or as close to their home as possible.

## **Is training provided?**

Yes. All officers are required to attend training at an appropriate time before each election. Officers may be required to attend additional instructional training to receive the most up-to-date information available to assist them in their duties at the polls.

## **Are Officers of Election paid?**

Yes, Compensation for Officers of Election services current rates are \$120.00 for each full day of service, \$60.00 for each half day and \$20.00 for attending the training session. Chiefs and Assistant Chief of the precinct are compensated a little more.

## **Is my employer required to give me the day off if I work at the polls?**

Virginia law prevents your employer from not allowing you to take time off if you are assigned to work at the polls, or to charge you sick or vacation leave to work at the polls, provided you have given your employer reasonable notice. How “reasonable notice” is defined is up to your employer. Most employers are very supportive of people selected to work at the polls. This statute is the Code of Virginia, §24.2-118.1.

## **When are Election Days?**

Middlesex County has a General Election every November on the first Tuesday after the first Monday. See the chart below for the General Election schedule for the next four years.

Primary elections, if called for by the political parties, are held on the second Tuesday in June. Presidential primaries are held on the first Tuesday in March of the presidential election year.

Special elections are held when vacancies occur in offices, or when questions or issues appear on the ballot. Often special elections are held on the same day as General Elections. Sometimes, however, a special election may take place at another time in the year, depending on the particular vacancy.

Election Schedule for the next four years is shown in the chart below.

2019	General Election	Tuesday, November 5, 2019
2020	Presidential Primary Election **	Tuesday, March 3, 2020
	Primary Election **	Tuesday, June 9, 2020
	General Election	Tuesday, November 3, 2020
2021	Primary Election **	Tuesday, June 8, 2021
	General Election	Tuesday, November 2, 2021
2022	Primary Election **	Tuesday, June 14, 2022
	General Election	Tuesday, November 8, 2022

## Ready to apply?

Fill out the enclosed application and return to the Secretary of the Electoral Board, PO Box 358, Saluda, VA 23149.

## I've applied. Now what?

Once you've submitted an application, the Middlesex County Electoral Board will review all applications. If chosen, we will send you an appointment notification with additional instructions.