

Become a Poll Worker



The Wisconsin Elections Commission encourages all private citizens to vote and to become involved in the election process. One of the most rewarding ways to do this is to become an Election Day poll worker (also known as an election inspector). The Chief Election Inspector is in charge of the polling place, and has [additional training requirements](#).

Citizen involvement is essential to conduct open, accurate and fair elections in Wisconsin. We hope that you will consider participation in one of these positions.

What are the responsibilities of a poll worker?

Poll workers 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.

Other positions at a polling place include a **greeter** who assists with answering questions and directing voters to the voting area, an **election registration official** to register voters, and **tabulators** to assist at the polling place after it closes.

What are the hours of work?

Polling places are open statewide from 7:00 a.m. to 8:00 p.m. Poll workers can work a full day, generally from 6:30 a.m. until approximately 9:00 p.m. or later in the case of November elections. Election inspectors can work a split shift.

Are poll workers (election inspectors) compensated?

Yes, poll workers are compensated for working at polling places at a rate determined by the appropriate municipal governing body, and, in some municipalities, are also compensated for attending any required training sessions. Poll workers may also choose to volunteer their services by filing a written declination of compensation with the municipal clerk. Summit's current rate is \$8.50 per hour.

What are the training requirements for poll workers?

Municipal clerks are required by state law to provide training. This training provides all of the necessary information and knowledge to be a successful poll worker. (Many municipalities require poll workers to attend a comprehensive training course prior to each Primary election.)

An experienced chief inspector who has been certified by the Wisconsin Elections Commission must be present at each polling place for each election. Chief inspectors must receive six hours of continuing election education training during each two-year period.

What length of commitment will be expected?

Poll workers are appointed to two-year terms so you will be asked to make a minimum two-year commitment. However, committing to one election cycle (Primary/General) is also appreciated.

Where will I be assigned?

The Village of Summit has only one polling place at the Village Hall.

What are the specific qualifications to be a poll worker (election inspector)?

To be a poll worker, a person must:

- Be a qualified elector of the county in which the municipality is located (i.e., an adult citizen of the United States who has resided in the election district for 10 consecutive days 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.

A poll worker may also:

- Have strong clerical skills
- Be able to solve problems
- Be an effective communicator

How do I become a poll worker?

If you are interested in becoming a poll worker, there are two ways to be nominated: either through a nomination from the Democratic or Republican Party or by applying directly to your village clerk.

If you are active in a political party, you can be nominated by your county party to serve as an election official. You can find contact information for your county party chairperson by going to www.wisgop.org/county-parties/ for the Republican party or www.wisdems.org/county-parties for the Democratic party. You can select your county from these websites and view the contact information for your local party chairperson. Please note that party nominations must be submitted to the mayor, village president or town board chairperson no later than November 30 of each odd-numbered year.

If you do not wish to be appointed through a political party, you can be nominated by your village president. You can contact your municipal clerk directly to find out more about the application process.

How are poll workers selected?

According to State Statutes ([7.30 \(4\)](#)) the President of the municipality is required to nominate poll workers to the governing body no later than the last regular meeting in December of odd-numbered years. The governing body of the municipality appoints the poll workers for a two-year term before December 31.

The nominees are to come first from lists submitted by the two dominant political parties, which are due no later than November 30 of odd numbered years, and may be supplemented at any time. Local party chairpersons are responsible for submitting these lists of names to the President of the municipality, for each polling place.

If a local party does not submit a list, or does not submit enough names, the President may nominate qualified individuals on a non-partisan basis, without regard to party affiliation, based on recommendations from the Village Clerk.

Can I be excused from my regular job to be a poll worker?

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 7 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 poll workers?

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 7 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.

If this sounds like something you'd be interested in, please contact the Clerk's Office at 262-567-2757. Provide your name, address and contact information including phone and email. We will be in touch and look forward to you joining our team!