



Poll Worker Training 101

INTRODUCTION TO HOUSTON COUNTY ELECTIONS

January 18, 2024

Mission Statement

The Houston County Election Administration serves as the Voter Registrar and as the Administrator of Elections in Houston County.

Our mission is to establish and maintain a high level of public confidence in the electoral process. We will conduct voter registration and elections with the highest level of professionalism, integrity, security, accuracy and fairness. Our processes will be rooted in the most current Election Law.

- ▶ In alignment with this goal we have created this and several other training modules to assist you with learning the processes we use and the election law that defines those processes.
- ▶ We will continuously review and update these trainings after every election and especially after every legislative session where election law is updated or amended.

Welcome to Poll Worker Training 101

You are part of a select group of people who are gracious enough to serve the election process in Houston County.

As one of the most vital components to the elections process, everything would grind to a halt without you.

Integrity in the elections process is essential and that is why thorough training is vital.

In this module you will learn our basic expectations such as:

- ▶ Dress Code
- ▶ Electronic device policy
- ▶ Polling Location DO's and DON'T's
- ▶ Scheduling and breaks
- ▶ Filling out time sheets

DRESS CODE

As a poll worker you are representative of the Houston County Elections Department.

It is important to keep in mind that you will potentially be working long hours. We trust your judgment to know what is appropriate but offer these suggestions:

- ▶ You want to dress comfortably yet be mindful of your position. As an election official, put yourself in the place of the voter and ask whether your clothing represents a responsible election official.
- ▶ Examples: Business-casual attire such as Khaki pants and a polo or blouse with a skirt or slacks and comfortable shoes.
- ▶ Name tag at all times.
 - Section 61.010(b) of the Texas Election Code provides that:
An election judge, an election clerk, a state or federal election inspector, a certified peace officer, or a special peace officer appointed for the polling place by the presiding judge shall wear while on duty in the area described by Subsection (a) a tag or official badge that indicates the person's name and title or position.
- ▶ A voter should never be able to tell what your political affiliation is.

Electronic Device Policy

Texas election law dictates Houston County's Electronic Device Policy at polling locations.

Persons are not allowed to use wireless communications devices within 100 feet of the voting stations. Additionally, persons are not allowed to use mechanical or electronic devices to record sound or images within 100 feet of the voting stations.

TEX. ELEC. CODE §§ 61.014, 81.002.

What devices should not be used in the polling place?

- ▶ Cell phones
- ▶ Cameras
- ▶ Tablet computers
- ▶ Laptop computers
- ▶ Sound recorders
- ▶ Any other device that may communicate wirelessly, or be used to record sound or images

This rule applies to all voters within 100 feet of the voting stations and Houston County has provided notices for your polling location.

It is up to you, on the front lines, to enforce this rule.

Polling Location Do's and Don't's

DO

Welcome each voter.

Verify their identity with their approved identification- you will not verify their address with this ID.

Provide the voter with the correct ballot.

Assist voters as needed.

Maintain accurate records.

Complete your paperwork on a daily basis.

Keep talking down to a minimum so as not to distract those voters in the voting booth.

DON'T

Engage in idle discussion with the voter.

Engage in any type of electioneering.

Argue with voters OR your precincts Presiding Judge.

Intimidate voters.

Over react to voters fears.

Bring anything that could be mistaken as politically biased into the polling location such as newspapers or magazines.

Important Take A-ways

Working at the polls should be a pleasant experience, and voting should be a pleasant experience.

It is important that our voters are able to vote free of distractions and intimidation.

Voter are why we are here and should be made to feel welcome by you.

Scheduling and Breaks



- ▶ Your precincts Early Voting Lead and Election Day Presiding Judge will be putting together your schedule.
It is important that you provide them with a schedule of your availability at least 2 weeks prior to early voting and keep changes down to a minimum.



- ▶ You are allowed up to 40 hours per week during Early Voting. Your Early Voting Lead will not schedule you more than 40 hours.
You are responsible for keeping track of your hours on a daily basis.



- ▶ If you are scheduled for 8 hours or more, you must take a 1 hour lunch break at some time during the day.
Taking care of your basic needs should be a priority and a hungry poll worker could mean a grumpy poll worker.



Timesheets – Early Voting

As mentioned, it is important that you keep track of your time.

The Elections Administration has an HR approved Early Voting timesheet for you to do this.

It is important for everyone working that you arrive on time, and write your time in and time out on your time sheet.

HOUSTON COUNTY
TEMP - EMPLOYEE WEEKLY TIME RECORD

DATE: OCTOBER 23, 2023 - NOVEMBER 3, 2023

NAME: _____ SOCIAL SECURITY: — —

EMPLOYED FOR: **NOV. 7, 2023 CONSTITUTIONAL AMEND** POSITION: **EARLY VOTING CLERK**

FIRST WEEK OF PAY PERIOD

DAY	DATE	IN	OUT	IN	OUT	IN	OUT	TOTAL ACTUAL HOURS WORKED	TOTAL TAKEN/WORKED AND CODE
SUN	10-22-23								
MON *	10-23-23								
TUE	10-24-23								
WED	10-25-23								
THU	10-26-23								
FRI	10-27-23								
SAT	10-28-23								
TOTAL HOURS WORKED FOR THE WEEK									

SECOND WEEK OF PAY PERIOD

DAY	DATE	IN	OUT	IN	OUT	IN	OUT	TOTAL ACTUAL HOURS WORKED	TOTAL TAKEN/WORKED AND CODE
SUN	10-29-23								
MON	10-30-23								
TUE	10-31-23								
WED	11-01-23								
THU	11-02-23								
FRI *	11-03-23								
SAT	11-04-23								
TOTAL HOURS WORKED FOR THE WEEK									

MEMO: _____

NOTE: HOURS WORKED AFTER 40 HOURS IN A WEEK WILL BE PAID AS TIME AND A HALF.

Employee's signature Date Election Administrator's signature Date

* INDICATES THE START AND END OF EARLY VOTING.

Let's take a look at your timesheet

HOUSTON COUNTY
TEMP - EMPLOYEE WEEKLY TIME RECORD

DATE: OCTOBER 23, 2023 - NOVEMBER 3, 2023

NAME: Inigo Montoya SOCIAL SECURITY: — —

EMPLOYED FOR: **NOV. 7, 2023 CONSTITUTIONAL AMEND** POSITION: **EARLY VOTING CLERK**

FIRST WEEK OF PAY PERIOD

DAY	DATE	IN	OUT	IN	OUT	IN	OUT	TOTAL ACTUAL HOURS WORKED	TOTAL TAKEN/WORKED AND CODE
SUN	10-22-23								
MON *	10-23-23	8:00	12:00	1:00	5:00			8.0	
TUE	10-24-23								
WED	10-25-23								
THU	10-26-23								
FRI	10-27-23								
SAT	10-28-23								
TOTAL HOURS WORKED FOR THE WEEK									

SECOND WEEK OF PAY PERIOD

DAY	DATE	IN	OUT	IN	OUT	IN	OUT	TOTAL ACTUAL HOURS WORKED	TOTAL TAKEN/WORKED AND CODE
SUN	10-29-23								
MON	10-30-23								
TUE	10-31-23								
WED	11-01-23								
THU	11-02-23								
FRI *	11-03-23								
SAT	11-04-23								
TOTAL HOURS WORKED FOR THE WEEK									

MEMO: _____

NOTE: HOURS WORKED AFTER 40 HOURS IN A WEEK WILL BE PAID AS TIME AND A HALF.

Signature 10/23/23
 Employee's signature Date Election Administrator's signature Date
 * INDICATES THE START AND END OF EARLY VOTING.

Print Your Name.

The pay period, Election and Position should be prefilled. If not ask your lead.

Write in the time you arrive.

Write in the time you go on break.

Write in the time you return from break.

Write in the time you leave for the day.

Add up your number of hours worked daily.

Time is rounded by quarter hour.

Once you have your timesheet all filled out and ready to turn in, it is important that you sign and date it.



Timesheets – Election Day

AW8-3
 Prescribed by Secretary of State
 Section 32.094, 62.003, 64.034
 Texas Election Code
 7/2022

For primary only: Check next to judges and clerks names if they attended a training program as prescribed by the Secretary of State.

Oath of Election Officer: "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 an officer of the election and guard the purity of the election; **Oath of Person Assisting Voter:** "I swear (or affirm) under penalty of perjury that the voter I am assisting represented to me they are eligible to receive assistance; I will not suggest, by word, sign, or gesture, how the voter should vote; I will prepare the voter's ballot as the voter directs; I did not pressure or coerce the voter into choosing me to provide assistance; I am not the voter's employer, an agent of the voter's employer, or an officer or agent of a labor union to which the voter belongs; I will not communicate information about how the voter has voted to another person; and I understand that if assistance is provided to a voter who is not eligible for assistance, the voter's ballot may not be counted."

STATEMENT OF COMPENSATION and OATHS

		Pct. # or Location Name	Authority Conducting Election	Date	Type of Election				
<input checked="" type="checkbox"/>	1. Name of Election Official (Please Print Legibly)	Complete Address (Include City, Zip)	Social Security Number	Signature	Hours Worked From To	Total Hours	Rate of Pay	= Amount	Payroll office use only
	Phone # () -	TX	- -						
	Phone # () -	TX	- -						
	Phone # () -	TX	- -						
	Phone # () -	TX	- -						
	Phone # () -	TX	- -						
	2. Name of Person Who Stamped "Voted" on List of Registered Voters from the supplemental list (Do Not Include Above)								
	Phone # () -	TX	- -		Additional Hours				
	3. Name of Person/Persons who Delivered Election Supplies (Do Not Include Above)								
	Phone # () -	TX	- -						Delivery Fee:
	Phone # () -	TX	- -						Delivery Fee:
	If the same person stamps the list of registered voters from the supplemental list and delivers the election supplies, include election day hours and hours for stamping under #2 and put only the delivery fee under #3.					(A) Total of Other Expenses:			
	I state that the above is a true and correct statement of the names, addresses and hours served of all the election officials conducting the above named election and of the other expenses incurred in this election.					(B) Total Payroll:			
	Signature of Presiding Judge					(C) Total Precinct Cost:			

For Office Use Only:
 The Presiding Judge shall deliver this form to the authority responsible for distributing election supplies at the designated time but no later than 5:00 p.m. of the third day after Election Day. 32.094(d)

- INSTRUCTIONS**
1. Total payroll includes delivery fee(s).
 2. Add box (A) & (B) to get (C), the Total Precinct Cost.

If you work in one polling location during early voting and another on Election Day, you must complete a new time sheet for each location that your work.

It is very important that the Statement of Compensation and Oath form is complete and that the Judge has signed off for verification of all information.

When do I get paid?

This is an all important question. Completed time and compensation sheets must be turned in for processing on Wednesday the week before Commissioners' Court is held. This means that it could be 1 ½ - 3 weeks before you are paid.

Houston County Commissioners' Court is held on the 2nd and 4th Thursday of each month.

You will be paid on the Friday after Commissioners' Court.

I will hold an after election review and hand out paychecks at that time for those that can attend and mail the ones that are unable to show.



election@co.houston.tx.us

- ▶ Thank you for taking time to view our introduction to Houston County elections process for poll workers.
If you have any questions feel free to contact us at the email address above, or by calling 936-544-3255 *243.
- ▶ Our goal is to always provide you with the most current election information and work with you on providing Houston County with the highest of election integrity.