



Sonoma County Employee Poll Worker Program Request for Leave/Reassignment Form

COUNTY EMPLOYEE

Name: _____ Position/Title: _____

Department Name and Location: _____

Residential Address: _____

Cell Phone: _____ Work Phone: _____

Email Address: _____

Fluent in any other language? No Yes If yes, specify: _____

Polls open up to 10 days before Election Day (including weekends). Inspectors must work ALL days a Vote Center is open (4 or 11 days); clerks can work any day. Full-day shifts required (8 am – 6 pm early voting; 6 am – 9/10 pm Election Day).

I request your approval, as my supervisor/manager, for paid reassignment to serve as a poll worker on:
(work dates) _____

All workers are required to watch online training videos. Inspectors are required to attend an additional in-person class (optional for clerks). Trainings are not assigned until workers are officially placed as poll workers.

I request to attend an IN-PERSON training class on (date) _____
between the hours of _____ - _____.

I, *(employee name)* _____, meet the below qualifications for participation in the Sonoma County Employee Poll Worker Program and request approval for a paid leave/reassignment to serve as a volunteer poll worker for *(Election Title)* _____.

- I am a registered voter in California (or a permanent legal resident of the United States)
- I am a regular employee of the County of Sonoma (not extra-help)
- I have a Pollchief account (apply online to make an account at SoCoVotes.com)
- I have submitted the days I am available to work in Pollchief (we cannot assign you to work without this)
- I will submit a copy of this form signed by my supervisor AND payroll clerk

I understand that submitting this form is not a guarantee of placement. Official placement will be announced in Pollchief at least 30 days before Election Day.

Employee Signature: _____ Date: _____

SUPERVISOR/MANAGER APPROVAL

I authorize the paid reassignment to allow the applicant employee the opportunity to participate in the County Employee Poll Worker Program on the days and times listed in yellow above.

Supervisor/Manager's Name: _____ Title: _____

Signature: _____ Date: _____

Office Phone: _____ Email: _____

PAYROLL CLERK APPROVAL

I authorize the paid reassignment of the applicant employee to participate in the County Employee Poll Worker Program. I understand my department is responsible for the employee's regular pay for the reassigned days.

Application/approval of leave filed on: _____ Signature: _____



Sonoma County Employee Poll Worker Program Supervisor & Payroll Clerk FAQs

A signed Reassignment Form is a pre-approval for reassignment - it does not confirm placement as a poll worker.

Who is eligible to participate in the County Employee Poll Worker Program?

All regular Sonoma County employees (full-time or part-time) can volunteer to serve as poll workers and be reassigned from their regular duties without loss of pay. Extra-help and contract employees are not eligible for this program.

How is an employee's time coded when they work as a poll worker?

Employees should code their time as their regular working hours, the same as if they were working their normal assignment. Employees do not need to use vacation, comp time, or other leave to serve as a poll worker.

Who pays the employee's wages when they are reassigned to work at the polls?

The employee's county department is responsible for the employee's regular wage during the reassignment. The poll worker stipend will be paid by the Registrar of Voters office and issued in the employee's regular paycheck (approximately 6 - 8 weeks after the election).

Do employees receive overtime for time they work outside their normal schedule?

No. Employees are paid only their regular scheduled hours by their department. Employees do not receive overtime compensation for weekends or extended polling hours. Those hours are covered by the daily poll worker stipend.

Does submitting a Reassignment Form guarantee an employee will be placed as a poll worker?

No. Submitting the Reassignment Form is not a guarantee of placement as a poll worker. Employees are placed based on election needs and availability after forms are received. Official poll worker assignments are typically announced at least 30 days before the election, and often sooner.

Questions?

(707) 565-6816

ROV-POLLS@sonomacounty.gov

