

## 2020 GENERAL Election Mail Ballot Expectations

### Introductions

**George Stern** Clerk & Recorder

**Shawna Weir** Ballot Processing Manager

**Shaw Ito** Mail Ballot– Computer Room

**Joy Tirrell** Mail Ballot – Casting Room

**Cody Swanson** Director of Elections

**Cynthia Rasor** Receiving Lead

**Cuong Nguyen** Sorter Lead

**CO-VID 19 Guidelines** Please remember that we are dealing with a pandemic and we follow CDC guidelines – At least 6 ft from everyone, wear your mask and gloves and face shields (if applicable). If you have questions, there is information posted on the walls regarding how the county is handling work processes as well as a How-To for wearing a mask and washing your hands. **\*We will need staff to come in earlier than scheduled to clean the space; if you are interested please let the staff lead know.**

**Employment Agency** Job Store is our staffing agency, and they are your employer. If you have questions about timecards or paychecks, please call 720-456-1945.

**Election Security** The election process conducted here is confidential. We work under cameras, per election law. Please don't give out our location here in the basement; it is not public information. If you go into the vault you must either swipe your badge every time or sign in every time. Visitors are not allowed in election areas during Election time. If you have someone coming to see you for lunch or whatnot, please have them come to the Main Office front desk & you will be notified. **Do not bring visitors downstairs to the Mail Ballot Area.** If you have questions, please let us know.

**Parking** The first 2 rows in front of the Laramie Building are reserved for customers. You may park behind them, in the south lot, or in the north lot. If you have a disability placard, you are welcome to use the disability parking behind the first row on the east side of the building.

**Hours** Please refer to your assignment email for the days you will be working. If we get a heavy turnout you may be called in earlier, if you are available. **Receiving judges: 7:45 a.m. staggered. Computer judges: approximately 9:00 a.m. - 10:00 a.m. Casting, Tabulation, Adjudication and Duplication judges: approximately 10:00 a.m. - 11:00 a.m.** Hours are subject to change as our volume of work fluctuates, please **ALWAYS** keep this in mind!

**Sign-In & Out** The Sign-In/Sign Out sheet for all judges to the Mail Ballot area is located on the cabinet by the front door. This is very important!!!! Please fill it out each day, with the **actual times you arrive and leave**, even if you come in late. **We use this list to verify who is here when there is an evacuation, and when there is a question about your hours.**

**Punctuality** Please be at your workstation ready to work by your start time.

**Sick & Time Off 303-271-8220-This is the number to call if you are sick or going to be late.**

Call as soon as you know your situation and leave a message: **leave your name, work location, phone number and reason for calling in.** If you know ahead of time that you need time off, please tell us as soon as possible and fill out a *Time Off Request form*. Place your request in the office-in box located right inside the office even if you have already told us about days you will be off, please fill out a form and put it in box. We will write it on the calendar on the office door when it's been OK'd. Please understand it is important for you to be here the time we've asked you to be. Any appointments that can be moved/changed, please do so. It becomes an issue when you are signed up to work and cannot be here, this leaves us short staffed and sometimes unable to find coverage.

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**Carpooling** If you plan to carpool with a co-worker, be aware that your schedules could be different. We are not able to change schedules to accommodate carpools.

**Restrooms** We have 2 unisex secured bathrooms outside the Casting room. The code is 5-4-2, then open the door. Please keep this code confidential. Once inside, be sure to lock the door. There are public restrooms behind the elevators on every floor.

**Break Room** Keep purses, coats and other personal belongings in the break room. We have lockers and a closet for your items. If you want to lock your locker, you are welcome to bring your own lock. The lock must be removed on your last day here. We have also added a file cabinet for our team members in Receiving, where you put your cell phone and pens while you're working in Casting. There are dishes, flatware and towels for your use, and to limit what we send to the landfill. Please wash your own dishes, and don't remove these things from the Mail Ballot area. We have a recycling bin; acceptable recyclables are listed on a sign on the wall. Please recycle! There is a phone in the break room for you to make **outgoing** calls; for incoming calls give the caller the 303-271-8224 [Shaw], 303-271-8118 [Joy] or -8198 [Shawna] numbers in the office. We can transfer calls to the break room phone for you.

**Cleaning** We do most of our own cleaning. Please clean up after yourselves, and take turns to empty trash, wipe down the kitchen, and vacuum carpets. Once a week we have janitorial service for the kitchen.

**Accidents** If you are injured, notify your full-time lead immediately, even if you feel it is minor. The incident must be reported immediately; if you don't, and days later your injury becomes worse, you will not be able to go back and claim it. There is a first aid kit and CPR mask in the Staff file cabinet in the hall across from Beckie's desk. We have Band-Aids. The warehouse also has first aid items.

**Healthy Habits** We have a "Healthy Habits" station on the shelves in the break room, with masks, hand sanitizer and guidelines. Please help keep us all healthy in this enclosed space!

**Laws** Most of what we do in the Elections Division is required by law, whether Federal or State law, or Secretary of State Rules. Please make sure that you follow instructions so that we stay in compliance.

**Mistakes** We all make mistakes; we're human! All mistakes can be fixed if we are aware of them. Let us know right away because mistakes are much easier to fix before they snowball. We can fix anything if it's caught right away. If you don't know the answer to a question, please ask a lead!

**Copier** The copier is set up to print labels from drawer/tray 1. Load regular paper into drawer/tray 2.

**Safety** Refer to the map and "Evacuating..." sheet in your folder. We will do a practice evacuation drill. Because the alarm is so loud in these rooms, we provide ear plugs.

**Breaks** Morning and afternoon breaks are 15 minutes (paid), and lunch break is 30 minutes (unpaid). If you go to get fast food for lunch, please be sure you are finished eating and back at your workstation within 30 minutes. We work as professionals, on an honor system. We do not want to police your time. Adjust your break and lunch times to be between tasks such as verifying signatures or casting a tray. When you have an extended period of "down" time, please consider that your break.

## 2020 GENERAL Election Mail Ballot Expectations

**Electioneering** We are non-partisan while working, so we don't mention or discuss political issues or candidates while in the building. You may have these discussions outside the building. Occasionally we have visitors who don't realize this, so please let them know.

Also, we may not wear anything that promotes a candidate, party or issue. This includes icons and symbols that represent a political party (i.e. elephant, donkey, etc.) You will be asked to remove it or go home and change.

It is OK to wear clothing or items that are red, white & blue or patriotic symbols like the American flag. If you have political bumper stickers on your vehicle, please park it at least 100 feet away from the front entrance of the building because this is a polling place.

**Dress Code** Come to work dressed in a professional manner. The media and poll watchers may be here. You might be sitting, standing and moving around quite a bit while working, so choose clothes that are comfortable. If you are dressed inappropriately, you will need to cover up or go home and change.

- ✓ Jeans are permitted if they are clean and not torn.
- ✓ Jeans or slacks must be worn with a dress shirt or top. Polo shirts are OK.
- ✓ No low-cut shirts, tank tops, tube tops, halter tops or spaghetti straps
- ✓ No T-shirts or sweatshirts
- ✓ Good hygiene is essential
- ✓ Shoes—Wear comfortable shoes because you may be on your feet a lot
- ✓ Fragrances—If you wear fragrance, including aftershave, please use it very sparingly. Some of our people are very sensitive or allergic to fragrances, aerosols and cleaning products.
- ✓ Shorts will be allowed for ballot transport judges, weather permitting. While driving and walking in the heat gathering ballots, we need everyone to be comfortable. Please be sure shorts are clean and not torn. Length must be midcalf or above the knee. Baggy shorts will not be allowed.

The complete Mail Ballot dress code is in the temps' filing cabinet by the copier.

**Watchers and Media** Watchers are permitted to see our processes. You may say hello to them but please don't engage with them in conversation or make any jokes. If they ask you a question other than "How are you?", please refer them to one of the leads.

**Badges, Lanyards, Name Tags** You must wear your county ID badge and lanyard every day. There is a \$10 replacement fee if you lose it. Your badge must be turned in when your assignment is completed.

Test your badge today before you leave: outside door, elevator/stairwell, and Mail Ballot.

If you want to clip your badge onto your clothing that's OK if you also wear your lanyard.

We have color-coded lanyards to identify what political party we are affiliated with.

**Blue – Democratic**

**Light green – Minor Parties**

**Orange - Media**

**Red – Republican**

**Yellow – Watchers**

**Purple – Unaffiliated**

**Red, White & Blue striped – Visitors**

Name tags—the ones that pin on. **Please wear your name tag every day**; you can pin it to your lanyard.

**Food and Drink** All food must be kept in the break room. Drinks are allowed at your workspace in closed containers that won't spill when knocked over. If you are casting, only water is allowed in closed containers. We had A LOT of accidents on the new carpet, therefore if coffee is in your cup, please leave it in the break room.

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**Office Equipment**, furniture and supplies are County property. Please clean up your area each evening before leaving.

**Computers** are Jefferson County equipment, to be used only for County work. Some of our computers have gotten viruses from people going on the internet, and we had to wipe them or even replace them!

Please do **NOT**:

1. go on the internet!!!
2. open any programs or files unless you have been instructed to do so
3. check your personal email account—especially do not click on links!!
4. stream music (this slows down the server for the entire county)
5. download any items onto your desktops...do not download anything!
6. change the mouse settings, screen saver or icons
7. play games

**Electronic Devices** The following items are not permitted in the Mail Ballot work rooms:

1. Cell Phones/iwatch
2. Electronic Gaming/Music/Recording Devices
3. Laptops & Tablets

**Cell phones** must be kept in your locker or cabinet. Use them only during breaks outside the Mail Ballot Area. Because you don't have your phones with you, please give family members our **Mail Ballot Office phone numbers for an emergency: 303-271-8224** (Shaw) or **303-271-8118** (Joy).

**Talk to your own boss** if you have issues about something, please talk to your full-time staff lead — Shaw, Joy, Cynthia, Cuong or Shawna

### **Mandatory Working Days 2020 General Election:**

Saturday, October 24, Saturday, October 31, Monday, November 2<sup>nd</sup> and Tuesday, November 3<sup>rd</sup> – Last Day to Vote.

**2 weeks before Election Day Again!! Please don't schedule any optional time off during this period.**

We have hired our staff to be adequate for the anticipated workload, and we need you here. We may be working evenings, weekends, and long hours on short notice. If you find a position elsewhere, please stay through the current election. If you resign, write your resignation on a sheet of paper, sign and date it.

Non-compliance with these expectations can be grounds for dismissal.

