

RECEIVING AREA - EMPLOYEE EXPECTATIONS

Welcome to the Jefferson County Elections Receiving Area. We appreciate your commitment to help us with the Election process. We want to cover several areas of expectations in order to make our work and time together efficient and problem free. We need everyone's cooperation in order to process our work in a timely and professional manner. Please follow and adhere to the following expectations. If you have any questions regarding these expectations, please contact Cynthia.

Read and initial at the end of each section that you understand and agree to the expectation.

Time Commitment for working the Election - The time commitment for the Election will be the following:

- June 10th through June 30th.
- Two (2) weekends before the election (*TBD*)
- Your training day.

Since our work area revolves around a team environment your attendance is mandatory. We need everyone to honor this commitment. _____

Hours of work - We cannot guarantee a full day of work each day during the Election. **Initially there may be days when you will only be needed for an hour or two.** The hours will depend on the volume of ballots and the number of ballot pick-up's scheduled for the day. Prepare for long days. You may want to bring snacks, food, drinks, etc. and wear comfortable attire and shoes that meet the dress code guidelines. _____

Breaks & Lunch - You are allowed two 15 minute breaks (one in morning, one in afternoon) if you are working an 8 hour day. If we have a high workload volume or several routes to do, breaks may be forfeited since they are a privilege not a benefit. Everyone is required to take a ½ hour lunch break if you work over 6 hours. Lunch will be deducted even if you do not take it. Please use the designated employee break rooms and clean up the break area as there is no janitorial service. An approximate break and lunch schedule will be provided in your daily route sheet. If you are still out on your route or just got back and still need to sort ballots, please complete these processes then take your break/lunch. _____

Punctuality - Please be at your work area and ready to work by your start time. If you are going to be late or need to call in sick, leave a message on the Receiving phone. The number is 303-271-8202. Also, you are required to call 303-271-8220 and leave your name, work location, phone number and the reason for calling in. _____

Sign in sheet - Sign in with the actual time that you arrive and leave for the day. We use this sheet during an evacuation and if there is a question about your hours. _____

Badge - Badges are the property of Jefferson County. Wear your badge at all times during working hours. You will have access to the outside doors and the elevators. Test your badge today before you leave to ensure your badge is working correctly. Your badge must be returned on your last day of work before you will receive your final pay check. _____

Electioneering - We are a non-partisan office. Therefore, while working/representing the County we ask that you do not discuss political issues or candidates. This includes the 2019 County TABOR Issue. Do not wear anything that promotes a candidate, party or issue. This includes icons & 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 a political bumper sticker on your vehicle, park it at least 100 feet away from the front entrance of the building. _____

OVER

Dress Code - Refer to the dress code located in the "Other" section of your manual. If you wear fragrance, including aftershave, please use it very sparingly. Some of the staff are very sensitive or allergic to fragrances. _____

Electronic Devices

Receiving:

Cell phones are allowed. Have them with you AND ON while you are working in the Receiving area. _____

Mail Ballot Area:

All types of electronic devices are NOT allowed in the Mail Ballot Area. They will provide a storage area for your phone etc. _____

Training Materials - You have been provided with training materials. All training materials are the property of Jefferson County and must be returned on the last day of your employment. _____

Food & Drink - Food or drinks are not allowed on the tables in the main Receiving area. Keep these items in the break area. Dispose of your own trash at the end of each day as there is no janitorial service in the warehouse. _____

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. _____

Election Equipment and Assigned Areas - If you have a question about any equipment or processes in the warehouse, please ask Cynthia. Please do not bother the VSPC staff or Holly's staff while they are working in their "designated warehouse areas" as they have assigned tasks that need to be done in a timely manner. _____

Casting Area – Casting starts (tentatively) on June 10th. After your Transport route is completed, be prepared to work in casting beginning June 10th. As always, the timeframe in which you are in Casting will be dependent on the volume of ballots each day. Upon arriving in Casting, check in with the Casting Lead (Beckie or Joy). Please follow their rules and procedures in this area. We ask that you keep the conversations at your table to a minimum. _____

Mask: Depending on our policy during your time of employment, you may be required to wear a mask while you are working in Receiving/Casting. _____

Gloves: Depending on our policy during your time of employment, you may be required to wear gloves while you are working in Receiving/Casting. _____

Social Distancing: Depending on our policy during your time of employment, you may be required to adhere to the Social Distancing of 6 feet from one another. _____

I have read and agree to the Receiving Area Expectations listed above.

Print Name

Signature
Revised 4/22/20

Date