

APPLICATION DEADLINE: December 9, 2016



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CITY EMPLOYEE POLL WORKER

★ ★ ★ APPLICATION ★ ★ ★

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CITY OF LOS ANGELES • OFFICE OF THE CITY CLERK



2017 MUNICIPAL ELECTIONS

★ Primary March 7, 2017 ★
 ★ General May 16, 2017 ★

WHAT IS A CITY EMPLOYEE POLL WORKER (CEP)?

- City employees can provide a valuable community service by working as poll workers on Election Day.
- CEPs perform general Election Day duties such as assisting in polling place setup and break down, monitoring and assisting voters, and stepping up as the inspector (polling place supervisor), if needed.
- CEPs receive monetary compensation for hours worked on Election Day. Some may be paid up to 1.5 times their regular rate. Visit our website for more information on how a CEP is paid.
- CEPs represent the City of Los Angeles in ensuring every voter has an opportunity to vote on Election Day. We count on them to make sure the polls open on time and policies and procedures are followed.

INSTRUCTIONS FOR APPLICANTS

Step 1.

Complete sections 1 and 2.

1	REQUIREMENTS
2	APPLICATION

Step 2.

Have your immediate supervisor complete section 3. (Leave section 4 blank.)

3	SUPERVISOR APPROVAL	
4	DEPARTMENT COORDINATOR	

Step 3.

Submit completed supervisor-approved application to the Election Division on or before the deadline, **December 9, 2016.**

(Forward only pages 3 and 4.)

NOTE: *There is NO need to forward the original application if you are faxing or emailing your application. Program subject to capacity.*

For additional information, visit our website:

clerk.lacity.org/elections/pollworkers/

City of Los Angeles
 Office of the City Clerk - Election Division
 555 Ramirez Street, Space 300
 Los Angeles, CA 90012

P. (213) 978-0001
 F. (213) 978-0376
 Email: clerk.electioncep@lacity.org
 Mail Stop #168



Primary March 7, 2017
 General May 16, 2017



1 REQUIREMENTS

I agree to the following, as a condition to participate in the City Employee Poll Worker Program **(must initial EACH item)**:

- _____ am a full-time or part-time employee of the City of Los Angeles.
- _____ will work an entire Election Day (from 6:00 a.m. to approximately 9:30 p.m.).
- _____ will attend a mandatory 2.5 hour training for each Election Day I am approved to work.
- _____ will accept any assignment anywhere in the City of Los Angeles and surrounding areas where the election is being held.
- _____ will serve as inspector (polling place supervisor), if asked by the Election Division.
- _____ have approval from my immediate supervisor.
- _____ am regularly scheduled to work on Tuesday (no RDO, VC, Sick, Floating Holiday, Furlough, etc).
- _____ do not work past 12:00 a.m. during my regular work schedule.
- _____ possess a working cell phone for use on Election Day and will provide the cell phone number.
- _____ have dependable transportation to and from the poll and possibly the collection depot.
- _____ will represent the City professionally and have a positive attitude on Election Day.

2 APPLICATION

Application Deadline → **DECEMBER 9, 2016**

Name: _____
(Last) (First) (M.I.)

Home Address: _____
(Street) (City) (Zip)

Mailing Address: _____
(if different from home) (City) (Zip)

Cell Phone: () _____ Work Phone: () _____ Email: _____

Department: _____ Division: _____ City Class Title: _____

Worksite Address: _____ Mail Stop#: _____ Regular Work Hours: _____ a.m. _____ a.m.
p.m. p.m.

Days I regularly work (Check all that apply):

- Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Regular Day Off (RDO): _____ Employee type (Check one): Full Time Part Time Salaried
(if applicable - e.g., 2nd Monday)

In addition to ENGLISH, I am able to speak and read (Check all that apply):

- Armenian Chinese (Dialect) _____ Farsi Hindi Japanese Korean
 Russian Spanish Tagalog Thai Vietnamese Other(s) _____

- I have served as a CEP before (Check one). Yes No
 I am willing to accept a polling place assignment as late as Election Day (Check one). Yes No
 I want to serve as an inspector - polling place supervisor (Check one). Yes No

I acknowledge that depending on my MOU, the use of any payroll code variation other than HW during the pay period of the election (including the week before and after Election Day) may affect my pay rate for Election Day. Failure to comply with any of the above requirements may disqualify me from further participation in the program and/or any claim for compensation.

City Employee's Signature: _____ Date: _____

3 SUPERVISOR APPROVAL

Attn: Supervisors. You may approve the employee to work as a poll worker for one or both elections (Primary/General). Per interdepartmental understanding, this employee will be allowed to attend CEP training during his/her work schedule (training is approximately 2.5 hours) and to record his/her regular work hours with his/her department for Election Day.

I, _____ have approved this employee to work as a poll worker on Election Day
(Print Name of Immediate Supervisor)

for the Office of the City Clerk. (Check all that apply):

Tuesday, March 7, 2017
(Primary)

Tuesday, May 16, 2017
(General)

Supervisor's Signature

Date

Supervisor's Title

Supervisor's Contact Phone

4 DEPARTMENT COORDINATOR

I have reviewed and approved this application and hereby certify that this applicant is: **Eligible** **Ineligible**

Department Coordinator's Signature

Date



Please return your application to the Election Division. ONLY include pages 3 and 4.

To return via email: Scan and email your completed application to: clerk.electioncep@lacity.org
(or) Return via fax to: **(213) 978-0376** (or) Return to: **Mail Stop #168**

CONTACT INFORMATION

For additional information, visit our website:

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Application
Deadline



FRIDAY, DECEMBER 9, 2016



Application
Deadline

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Election Division Use Only

Date Application Received

Date Application Returned *(If applicable)*

Date Entered in WAM

By *(Name of CEP Staff)*

Date Cancelled

By *(Name of CEP Staff)*

Updated: WAM

Comments: _____