

# Workers



# Professional Expectations for Election Workers

This is a list, although not comprehensive, of the professional expectations that the Lansing City Clerk's office requires of election workers. Not meeting these expectations may be resolved by dismissal from the precinct or permanent removal from the election inspector pool to work future elections.

## 1. Respect

Treat voters, guests, other co-workers, and Chairs and Co-Chairs with courtesy and respect. Please communicate with others using a respectful language, tone and demeanor.

## 2. Dress Code

Dressing appropriately and practicing good personal hygiene is extremely important and necessary. Clothing worn in an election precinct cannot have any message or image that can be deemed partisan by state law. Clothes worn should be clean and not provocative, politically or otherwise. We suggest clothing without words.

## 3. Attendance and Meal Break Policy

Failure to contact the Clerk's office more than 48 hours before Election Day if the inspector expects to be absent suddenly from their scheduled work shift could result in losing their ability to work future elections.

All Election Inspectors are required to take at least one 30-45 minute meal break a day.

If the worker is late from their break by more than 5 minutes, they must notify their Chairperson why they were unable to return on time.

A worker leaving their shift early could result in the removal from the election inspector pool. The chairperson will dismiss the election team together at the end of the night, or at the end of a shift, when all the work is finished correctly.

#### **4. Acceptable Activity During Downtime**

Perform only election-related work if voters are present in the precinct. There may be some downtime, at which point, the Chairperson might allow you to do a discrete, quiet activity such as read a book, magazine, cards, iPad games, etc. Make sure that hourly reports/ and checklist are completed first.

#### **5. Insubordination**

Insubordination will not be tolerated. A poll inspector answers to the Chair, who answers to the Super chair, who answers to the Clerk's office. This chain of communication cannot be broken at any level. Insubordinate behavior is unacceptable.

If an election inspector believes that they are being mistreated or believe that inappropriate action is occurring at a precinct, they need to report to the Chairperson first. After talking to the Chair and they feel that the issue is not being resolved, they can contact the Clerk's Office.

#### **6. Fraud is unacceptable**

Falsification of any electoral documents is illegal and prohibited. If there is a mistake, find the Chairperson, and patiently retrace steps to find the source of the mistake and correct it. **DO NOT** hide your mistake(s), communicate with your Chair and work through it.

#### **7. Misuse of Equipment**

Do not misuse the election equipment. This includes the E Poll Book computer, the tabulator, secrecy sleeves, and voting booths. **ALSO**, do not misuse the furniture provided by the facility.

## Workers Issues

When a chairperson comes across an inspector who fails to comply with Clerk's office standards, there are three responses to take depending on the level of offense. All issues with election workers must be documented and reported back to the clerk's office at the end of the night. If the Clerk's team does not know about it, they cannot fix it for the next election.

**Serious** – Contact the City Clerk Office **immediately** , and ask for Brian. If unable to reach Brian, contact the Superchair to confirm the decision for **immediate dismissal**. If a City Clerk's staff member is not available, a chairperson can consult with your Superchairperson in order for a timely decision to be made.

**Type of offenses:** Someone who fails to show up for work or shows in a condition not ready to work, refuses to follow instructions, demonstrates a complete lack of respect to voters, coworkers. “Are you refusing to comply with a reasonable request?” is an excellent question to confirm intent of the worker.

**Moderate** – Contact the City Clerk's office **as soon as possible, and ask for Brian**. Brian will either call back or refer another staff member to follow up to help assess situation. Contacting the Super Chair is highly recommended to get another opinion on the level of severity and appropriate action. Depending on the issue and staff levels, the worker may be asked to leave as soon as a replacement is available.

**Type of offense:** Inability to complete required tasks, acts in an unprofessional manner toward a voter, coworker, or a guest.

**Mild** – If possible, follow up with the inspector about the issue immediately. Make sure the inspector is aware of the issue, and provided an opportunity to correct it. Document the issue in the chairperson report, and possibly follow up with a call or email to the Clerk’s office at [city.clerk@lansingmi.gov](mailto:city.clerk@lansingmi.gov). Consulting with your Super Chair is encouraged to help determine opportunities to coach and teach the inspector on the correct procedures.

**Type of offense:** Breaks go longer than scheduled, repeated errors, lack of communication with co-workers to ensure smooth election process, failing to pay attention to work, pressuring chairperson to close at the end of the night.