SPANISH INTERPETER
FIELD GUIDE

This guide is the property of

_____

Spanish Interpreter

Monroe County
Board of Elections

2026 Edition, Ver. 2.2

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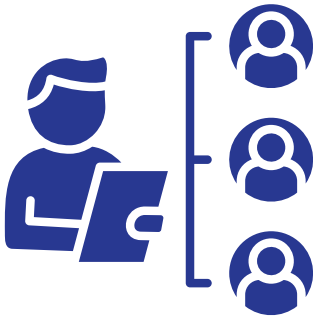
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Monroe County
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BASIC OVERVIEW

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Board of Elections

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BASIC OVERVIEW

POINTS OF CONTACT

POINTS OF CONTACT

IN CASE OF EMERGENCY

Call 911 Immediately

Site Chairs should first call 911
When safe, notify the BOE and submit a ticket to report the incident

INSPECTOR HELPLINE

(585) 753-1599

For general support and inquiries
Any Election Inspector or Site Chair may call this support line

SPANISH INTERPRETER

(585) 753-1592

Need someone to speak Spanish?
Call this line to connect to an Spanish-language interpreter



BASIC OVERVIEW

WHAT IS A SPANISH INTERPRETER

WHAT IS AN SPANISH INTERPRETER

What is a Spanish Interpreter?

A poll worker commissioned by the Board of Elections to administer interpretion and translation for Spanish-speaking voters in the poll site



BASIC OVERVIEW

BASIC REQUIREMENTS

BASIC REQUIREMENTS

1. **Register as a Monroe County voter**
2. **Fluently read, write, and speak English**
3. **Fluently read, write, and speak Spanish**
4. **Attend Spanish Interpreter Training with the BOE**
5. **Administer election procedures according to election law**



BASIC OVERVIEW

BASIC RESPONSIBILITIES

BASIC RESPONSIBILITIES

1. **Interpret/translate for Spanish-speaking voters**
2. **Assist Spanish-speaking voters with voting**
3. **Help any voter navigate the poll site**
4. **Help with poll site opening/closing**



BASIC OVERVIEW

SPANISH INTERPRETER MUST-KNOWS

SPANISH INTERPRETER MUST-KNOWS

1. Proper Conduct
2. Voter Privacy and Rights
3. Voting and Accessibility
4. Electioneering Basics
5. Chain of Command

INTERPRETER MUST-KNOWS
PROPER CONDUCT

Do

Do be on time
Call in if you cannot work

Do silence and put away cell phones
Site Chairs may use phones for official communications

Do work full Election Day shift
Required for Early Voting eligibility

Don't

Don't solicit
Don't sell or buy things

Don't use profanity/derogatory words
Bring TVs, radios, laptops, music or videos

Don't bring any children or animals
Certified service animals are permitted

For more information, contact Andrew Spong, Compliance Counsel
andrewspong@monroecounty.gov

INTERPRETER MUST-KNOWS
VOTER PRIVACY & RIGHTS

Voter Privacy

Allow voters ballot privacy
at every stage of the voting process

Do not enter the privacy curtain
While voter is selecting choices/casting their ballot

Any person other than inspectors
assisting voters must take the “Oath for Assisting a Voter”

Voter Rights Act

Apply rules uniformly and neutrally
to all people

Any form of discrimination
is a violation of the Voting Rights Act

For more information, contact Andrew Spong, Compliance Counsel
andrewspong@monroecounty.gov

INTERPRETER MUST-KNOWS
VOTING & ACCESSIBILITY

Do

Do greet with a smile
Be relaxed and accommodating

Do use “person first” language
“Man with a wheelchair”, not “wheelchair man”

Do offer help, but respect if declined
Offer Braille, magnifiers, large print, ATIs, etc

Don’t

Don’t touch canes, wheelchairs
Or any other assistance device

Don’t decline serving anyone
Consult your Site Chair if solution is needed

Don‘t ask about the disability
This violates the Americans with Disabilities Act (ADA)

For more information, contact Andrew Spong, Compliance Counsel
andrewspong@monroecounty.gov

INTERPRETER MUST-KNOWS
ELECTIONEERING BASICS

Allowed

Any display, speech or clothing
referencing something, or someone
not on the ballot

Not Allowed

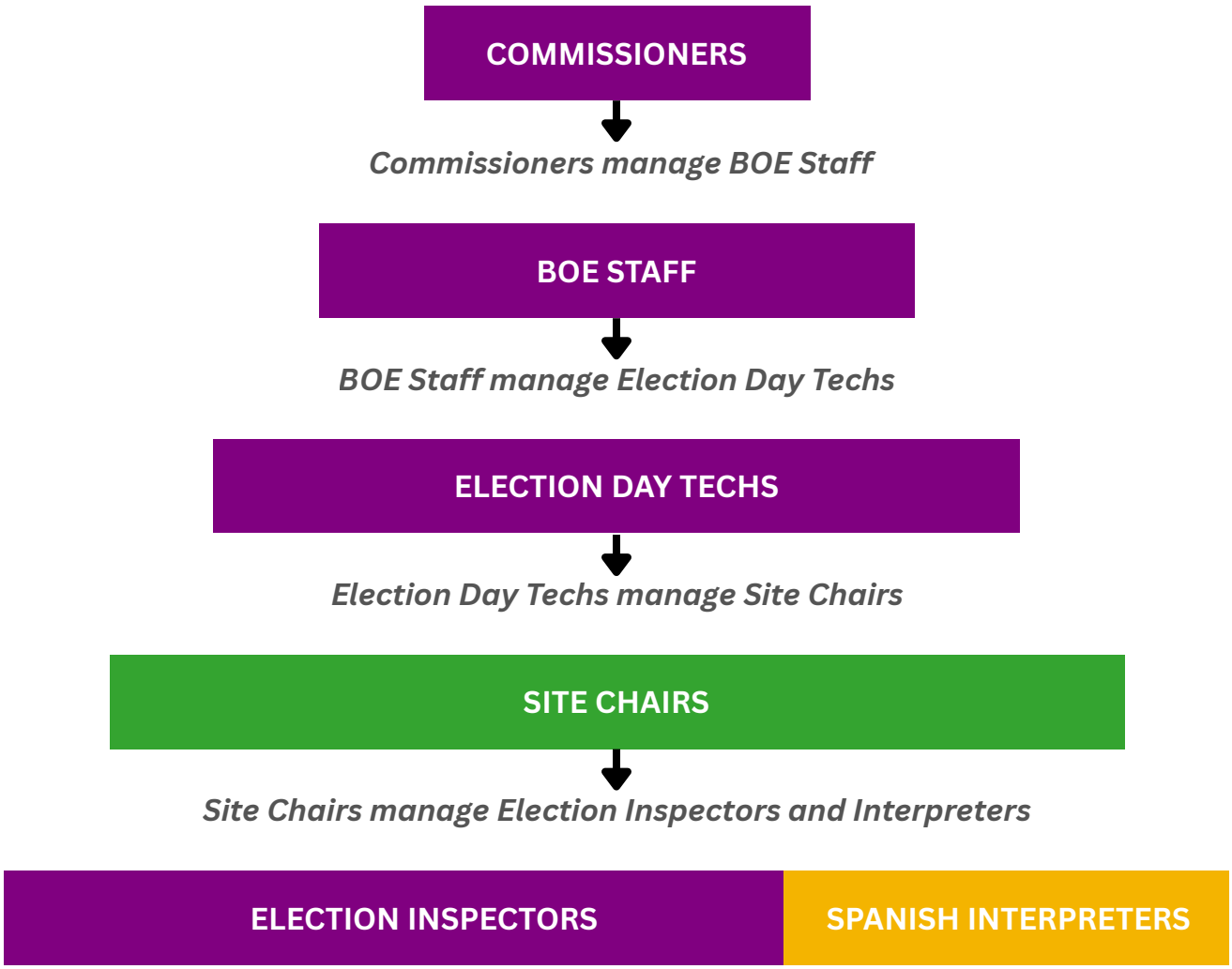
Any display, speech, or clothing
containing a party or candidate on the ballot
within 100 feet of the poll site



Notify your Site Chair
if you suspect electioneering is happening

For more information, contact Andrew Spong, Compliance Counsel
andrewspong@monroecounty.gov

INTERPRETER MUST-KNOWS
CHAIN OF COMMAND





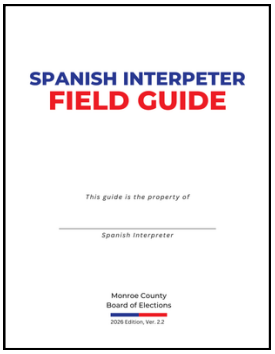
BASIC OVERVIEW

TOOLS & RESOURCES

BASIC OVERVIEW
TOOLS & RESOURCES

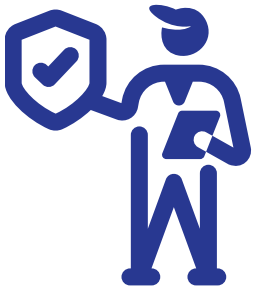
YOUR FIELD GUIDE

Has all the answers
Always use your field guide



YOUR SITE CHAIRS

Your Site Chairs
Are your first line of support



INSPECTORS & INTERPRETERS

Rely on your team
Others can often help you



MYPOLLWORKER

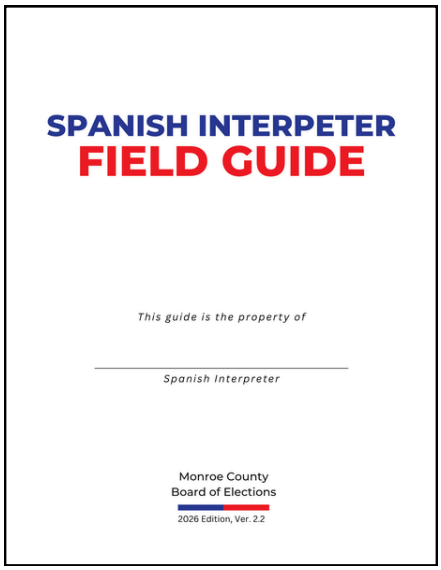
See “Resources”
For videos, trainings, and more



TOOLS & RESOURCES
YOUR FIELD GUIDE

YOUR FIELD GUIDE

Has all the answers
Always use your Field Guide



Refer to throughout training

Yours to keep and bring on Election Day

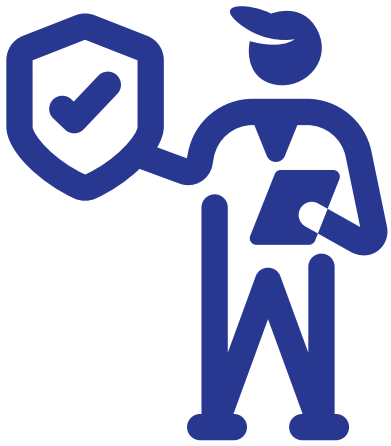
<u>Must be used</u> throughout Election Day

Find digital version on MyPollWorker "Resources"

TOOLS & RESOURCES
YOUR SITE CHAIRS

YOUR SITE CHAIRS

Site Chairs
Are your first line of support



Site Chairs are your direct supervisor and support

They assign tasks to workers and lead the poll site

Site Chairs handle issues escalated by workers

They also manage worker attendance and breaks

TOOLS & RESOURCES
INSPECTORS





WHO CAN DO WHAT? INSPECTORS & INTERPRETERS	ELECTION INSPECTOR	SPANISH INTERPRETER
OPENING/CLOSING TASKS		
Read Field Guide directions to inspectors	✓	✓
Open/close Absentee Ballot Bin	✓	✗
Open/close ExpressVote XL voting machines	✓	✗
Set up/tear down check-in tables	✓	✓
Open/close ExpressPolls and ballot printers	✓	✗
Set up/tear down poll site signs	✓	✓
Return black bag(s)	✓	✗
RUNNING TASKS		
Welcome/help voters navigate poll site	✓	✓
Check-in voters	✓	✗
Help with basic operation of voting machines	✓	✓
Provide voter assistance* in Spanish	✗	✓
Provide bipartisan assistance to a voter	✓	✗
Hand out “I voted” stickers	✓	✓

**See Appendix p. 129 for more on voter assistance*

TOOLS & RESOURCES
MYPOLLWORKER

MYPOLLWORKER

See “Resources”
For videos, trainings, and more!

Log in at monroe.mypollworker.com

Use to sign up for additional trainings

Set and change your work availability

See all your work assignments

Access guides, videos, and more



OPENING
A POLL SITE

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OPENING A POLL SITE

GETTING INTO THE POLL SITE

GETTING INTO THE POLL SITE



Arrive 1 hour before poll site opens



If locked out, wait for your Site Chairs to arrive



Once inside, locate voting space and Site Chairs for task assignments

INSPECTORS ONLY TASK

INTEPRETERS READ ONLY



OPENING A POLL SITE

OPENING ABSENTEE BALLOT BOX

OPENING
ABSENTEE BALLOT BOX

INSPECTORS ONLY TASK ✕ **INTEPRETERS READ ONLY**



1	Remove the large, white security seal attached to the box
2	Place large, white security seal into Blue Bag (found inside box)
3	Refer to the box label, and remove all opening supplies from box
4	Reseal with new large white security seal found in the Blue Bag
5	***Site Chair Task*** Record old and new security seal numbers in Before Polls Open form on LADS
6	Set up Absentee Ballot Box near entrance of the polling space



OPENING A POLL SITE

EXPRESSVOTE XL VOTING MACHINE

EXPRESSVOTE XL
VOTING MACHINE



EXPRESSVOTE XL
VOTING MACHINE

FEATURES OVERVIEW





1. Protective Screen Cover
2. Power Status Panel
3. Access Compartment
4. Touchscreen
5. Ballot Review Window
6. Ballot Access Compartment
7. Ballot Paper Slot
8. Push/Pull Handles
9. Curtain Rod Mount
10. Power Cord
11. Ballot Bin
12. ATI Console
13. Headphones
14. ExpressVote Printer
15. Blank Activation Cards
16. ExpressVote Tablet
17. Seal bags + “I Voted” Stickers
18. Printer Power Cords
19. ExpressVote Power Cords
20. Voter Assistance Light
21. Privacy Curtain Storage Tube

INSPECTORS ONLY TASK

INTEPRETERS READ ONLY



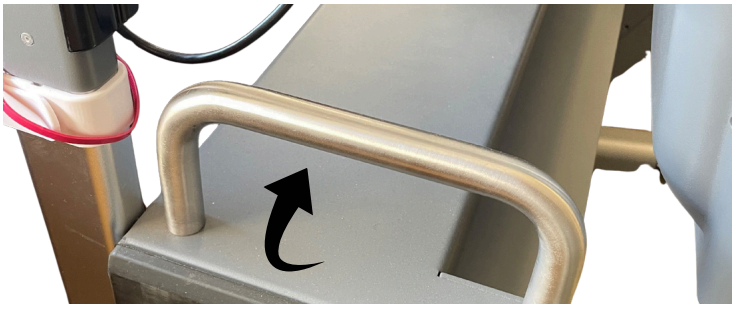
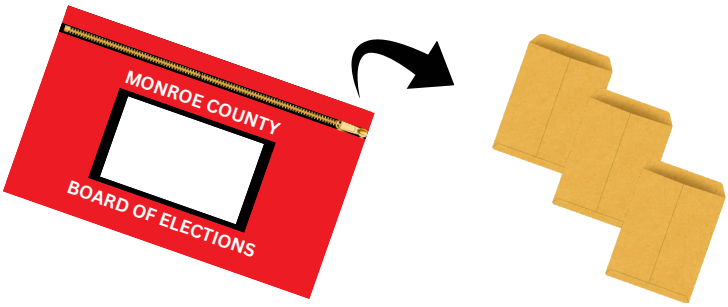
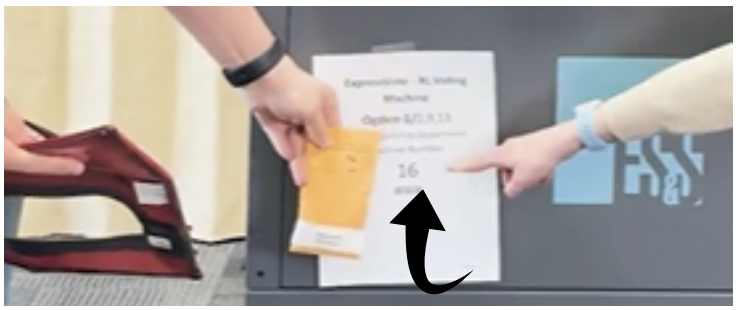
OPENING A POLL SITE

OPENING EXPRESSVOTE VOTING MACHINES

OPEN EXPRESSVOTE XL VOTING MACHINES

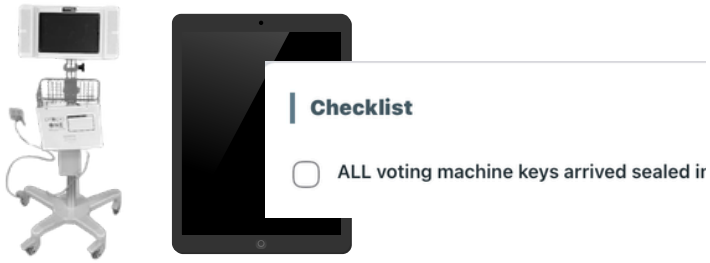
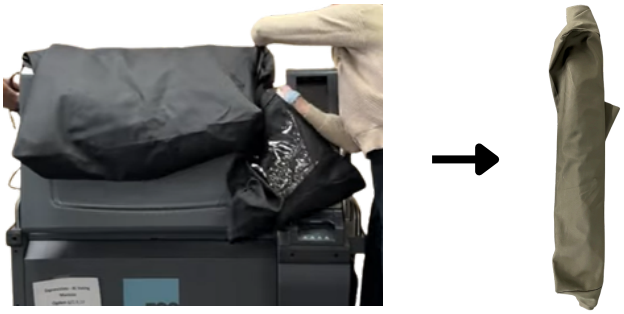
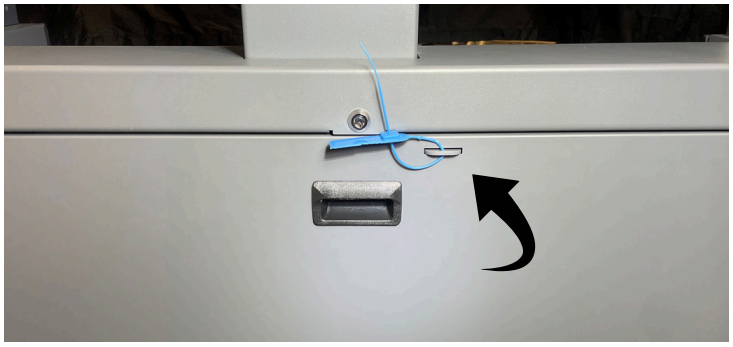
INSPECTORS ONLY TASK ✕ **INTEPRETERS READ ONLY**

Start with the highest numbered voting machine at your poll site

1	Roll voting machine by metal push/pull handles to the chosen voting area	
2	Lock rear wheels of the machine	
3	***SITE CHAIR TASK*** Remove voting machine key envelopes from the red bag ATTENTION Return keys to the envelope when not in use, and the key envelopes to the red bag	
4	Match the voting machine key envelope number to the correct voting machine number	

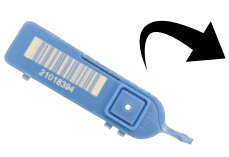
OPEN EXPRESSVOTE XL VOTING MACHINES

INSPECTORS ONLY TASK ✕ **INTEPRETERS READ ONLY**

5	***SITE CHAIR TASK*** On LADS E-Day app, check box on the Before Polls Open Form to confirm the key envelopes arrived sealed	
6	Remove black bag (if equipped) from the back of the voting machine	
7	Remove the black nylon machine cover, roll up and set aside	
8	On the back of the voting machine, cut the blue security seal near the rear storage compartment door handle *ATTENTION:* *Seals can be removed by hand* *(no scissors required)*	

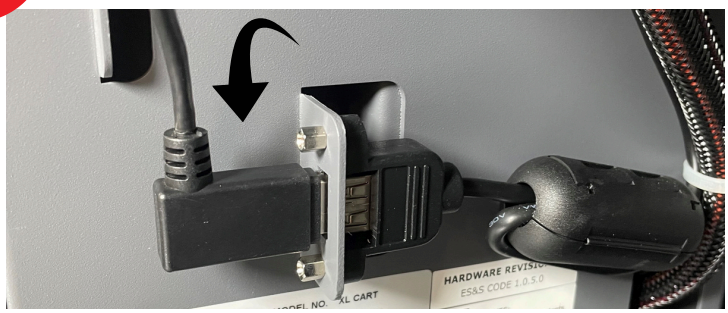
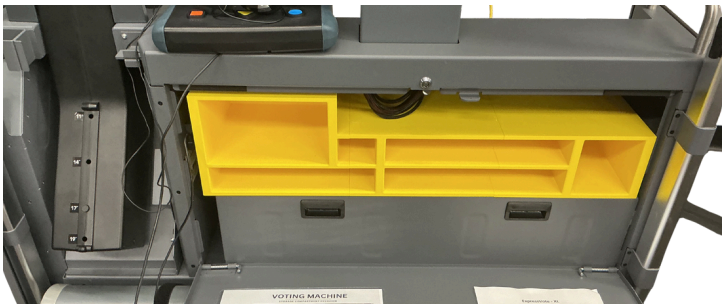
OPEN EXPRESSVOTE XL VOTING MACHINES

INSPECTORS ONLY TASK ✕ **INTEPRETERS READ ONLY**

9	***SITE CHAIR TASK*** Record the cut blue security seal number on the Before Polls Open form, on the LADS *(See Step 12 for where to place cut seal)*	
10	Unlock and open the rear storage compartment at the back of the machine	
11	Remove from rear storage compartment: • ExpressVote Printer • Blank Activation Card Packs • ExpressPoll Tablet • Audio Tactile Interface (ATI) + Headphones • LADS iPad (if contained) • Seal bags & “I Voted” Stickers • All Cables and Cords *ATTENTION* *Not all voting machines will contain all the above listed items*	
12	Place cut blue security seal into seal bag removed from the rear storage compartment	 

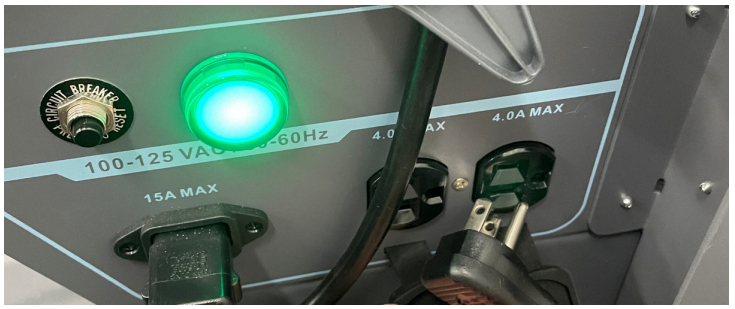
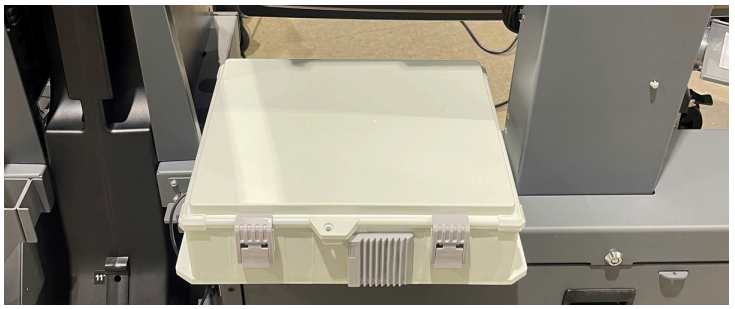
OPEN EXPRESSVOTE XL VOTING MACHINES

INSPECTORS ONLY TASK ✕ **INTEPRETERS READ ONLY**

13	Confirm the Audio Tactile Interface Console (ATI) is plugged in to the USB port in the rear storage compartment	
14	Place ATI on top of the rear storage compartment	
15	Leave the rear storage compartment door open	
16	Plug in the machine power cord	

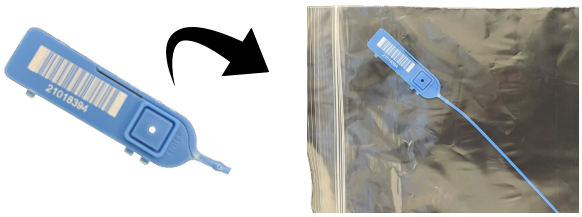
OPEN EXPRESSVOTE XL VOTING MACHINES

INSPECTORS ONLY TASK ✕ **INTEPRETERS READ ONLY**

17	The green light on the side of the machine will illuminate once connected to power	
18	If needed, you may plug a machine into the power outlet on another machine You may plug up to 5 machines together. This technique is called “daisy chaining”	
19	ATTENTION *The highest numbered voting machine is equipped with a “NiB” (Network Box) on the back.* *It must be plugged into a power source by itself or placed at the end of the daisy chain.*	
20	Behind the machine screen, remove the blue security seal locking the access compartment	

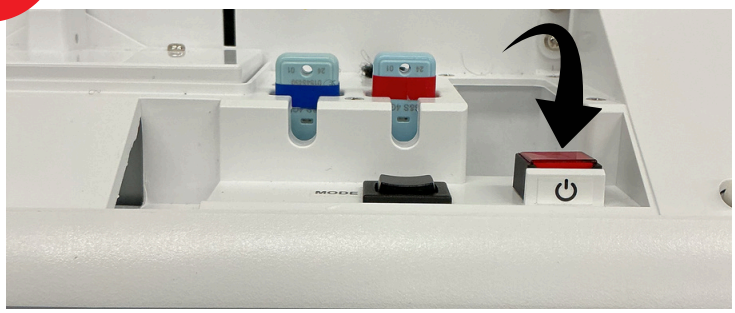
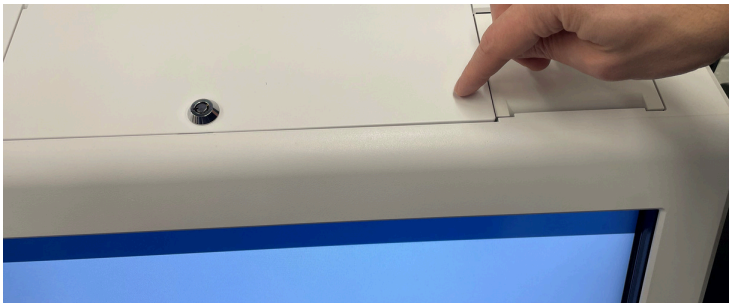
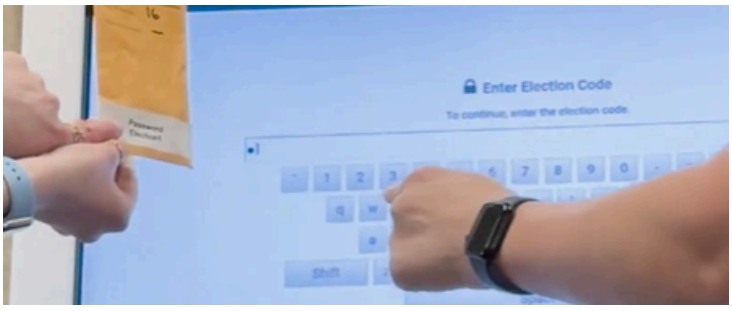
OPEN EXPRESSVOTE XL VOTING MACHINES

INSPECTORS ONLY TASK ✕ **INTEPRETERS READ ONLY**

21	***SITE CHAIR TASK*** Record the blue security seal number on Before Polls Open Form on the LADS	
22	Place <u>blue security seal</u> in the clear plastic <u>seal bag</u>	
23	Flip up the <u>protective screen cover</u> and tilt screen to preferred angle	
24	Unlock and open the <u>access compartment</u> on top of the screen	

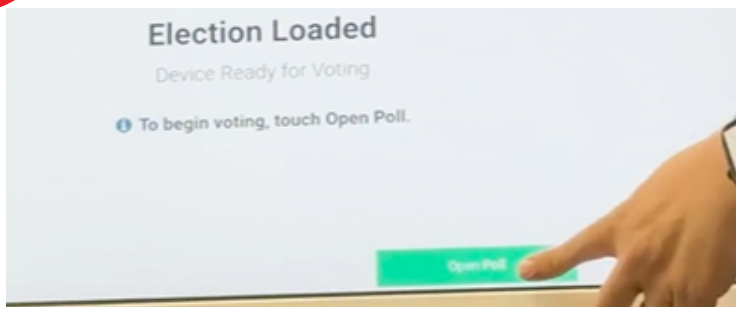
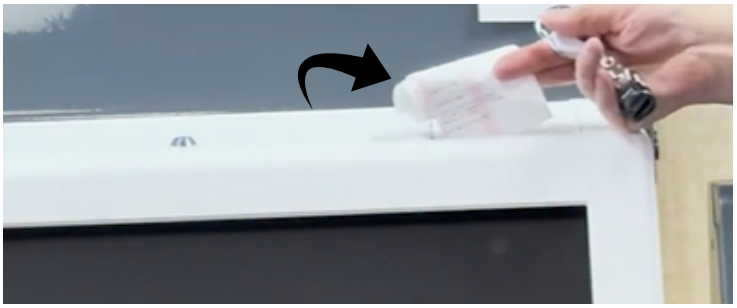
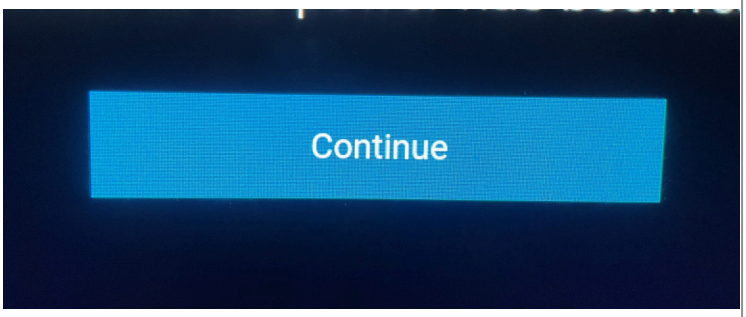
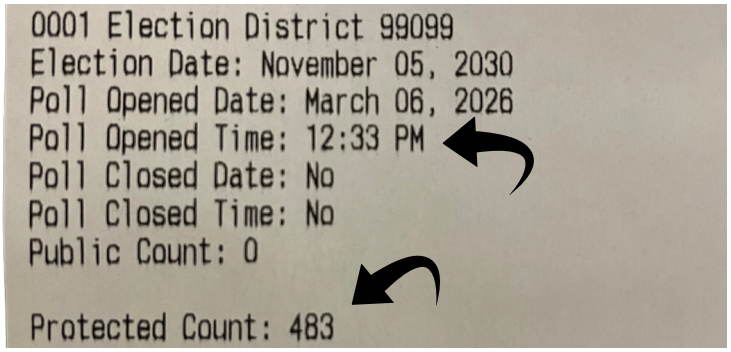
OPEN EXPRESSVOTE XL VOTING MACHINES

INSPECTORS ONLY TASK ✕ **INTEPRETERS READ ONLY**

25	Press the red power button to turn on the machine	
26	Wait for the touchscreen to power on	
27	Close and lock the access compartment *ATTENTION* *Press down on the bottom right corner of the access compartment lid to ensure it completely closes*	
28	Once the screen turns on, input the password found on the machine key envelope	

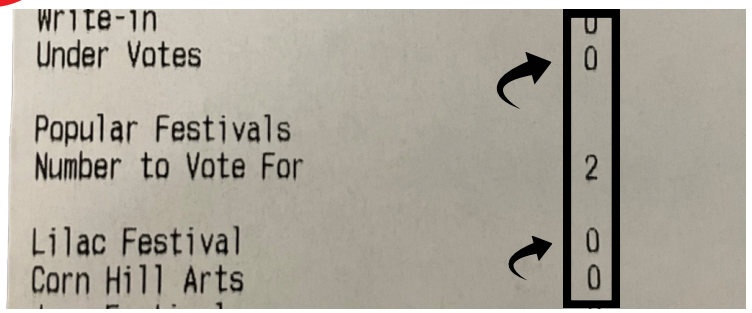
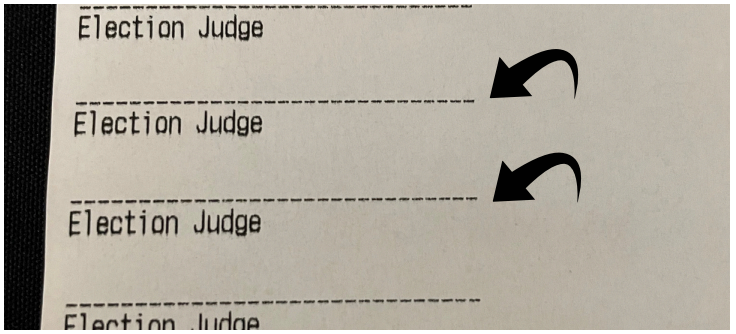
OPEN EXPRESSVOTE XL VOTING MACHINES

INSPECTORS ONLY TASK ✕ **INTEPRETERS READ ONLY**

29	Once loading is complete, press “Open Poll”	
30	Once <u>zero tape</u> finishes printing, tear off the zero tape	
31	Press “Continue”	
32	***Site Chair Task*** On the Before Polls Open Form, record the <u>Poll Opened Time</u> and the <u>Protected Count</u> number from the zero tape	

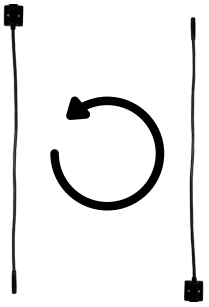
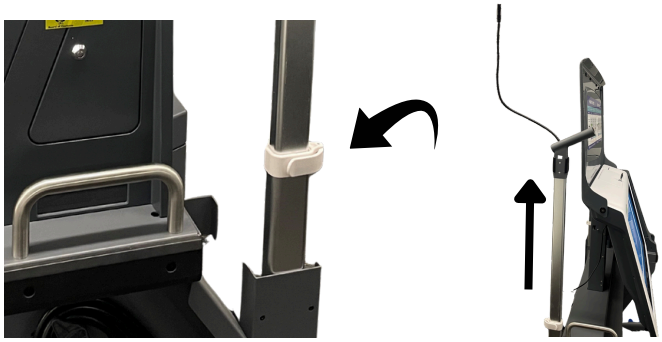
OPEN EXPRESSVOTE XL VOTING MACHINES

INSPECTORS ONLY TASK ✕ INTEPRETERS READ ONLY

33	On the zero tape, <u>confirm all contests are zero</u> and check box on the Before Polls Open Form on the LADS *ATTENTION:* *Only refer to the numbers next to names of people*	
34	<u>Sign the bottom</u> of the zero tape in a bipartisan team	
35	Place the zero tape in the <u>Red Bag</u>	
36	**Site Chair Task*** Record the <u>yellow sticker seal number</u> found on the side ballot access compartment on the Before Polls Open Form on the LADS	

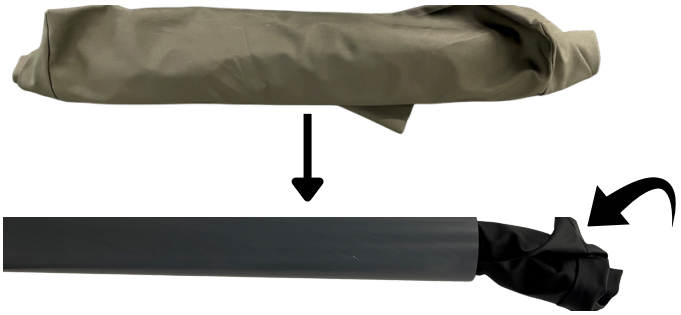
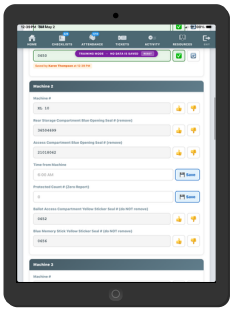
OPEN EXPRESSVOTE XL VOTING MACHINES

INSPECTORS ONLY TASK ✕ **INTEPRETERS READ ONLY**

37	Remove Voter Assistance Light from its bracket on the curtain rod mount and flip upward	
38	Unlatch both white clamps, extend curtain rod mount to its maximum height, and re-latch the white clamps	
39	Locate the storage tube on the back of the machine Undo the Velcro strap near the end cap labeled “TOP”	
40	Remove the end cap and take out the privacy curtain from the storage tube	

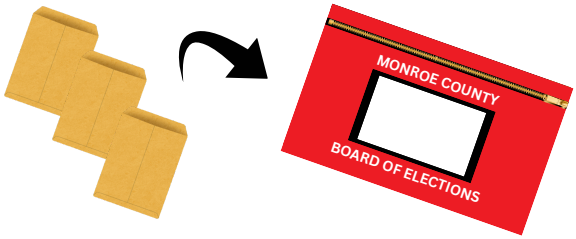
OPEN EXPRESSVOTE XL VOTING MACHINES

INSPECTORS ONLY TASK ✕ **INTEPRETERS READ ONLY**

41	Unroll the curtains, fold out the rods, and insert them into each mounting bracket *Attention* *The Velcro patches of the curtain should be facing inward*	 
42	Insert rolled nylon machine cover into privacy curtain storage tube	
43	***SITE CHAIR TASK*** Ensure the Before Polls Open Form has been completed and signed in a bipartisan team	 

OPEN EXPRESSVOTE XL VOTING MACHINES

INSPECTORS ONLY TASK ✕ **INTEPRETERS READ ONLY**

44	Return all voting machine keys to their manila envelopes and place in the Red Bag	
45	The machine set up is now complete	

✔

You have now successfully opened the ExpressVote XL voting machine

NOTES

INSPECTORS ONLY TASK

INTEPRETERS READ ONLY



OPENING A POLL SITE

EXPRESSPOLL POLLBOOK & EXPRESSVOTE PRINTER

EXPRESSPOLL & EXPRESSVOTE
POLLBOOK & PRINTER

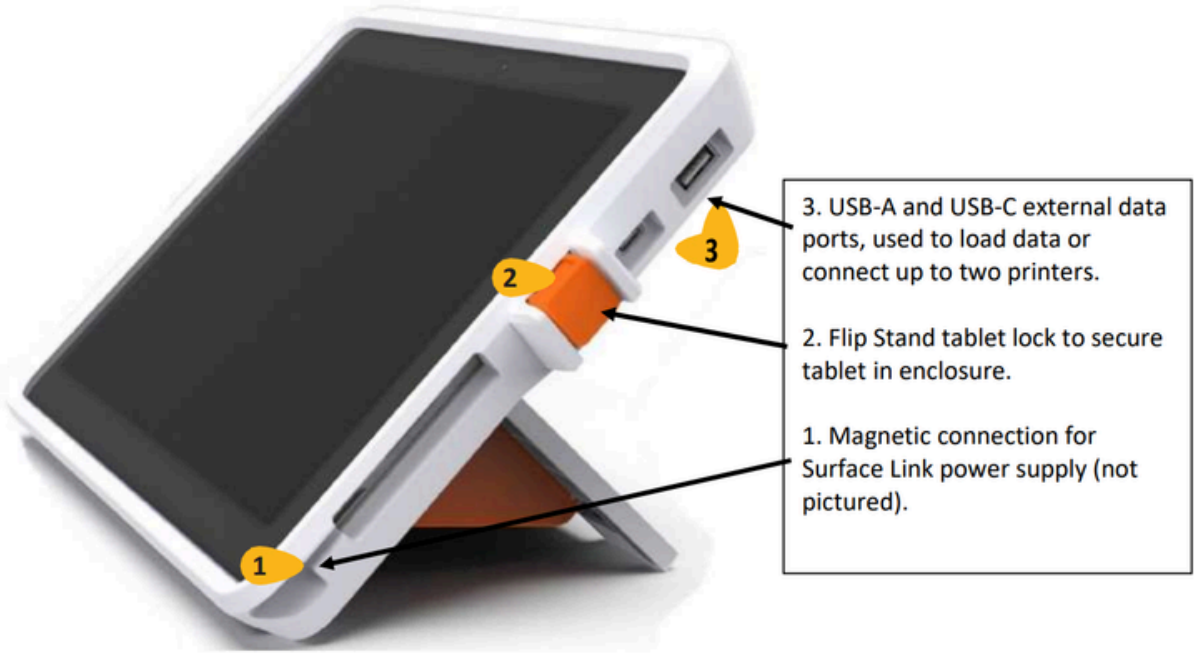
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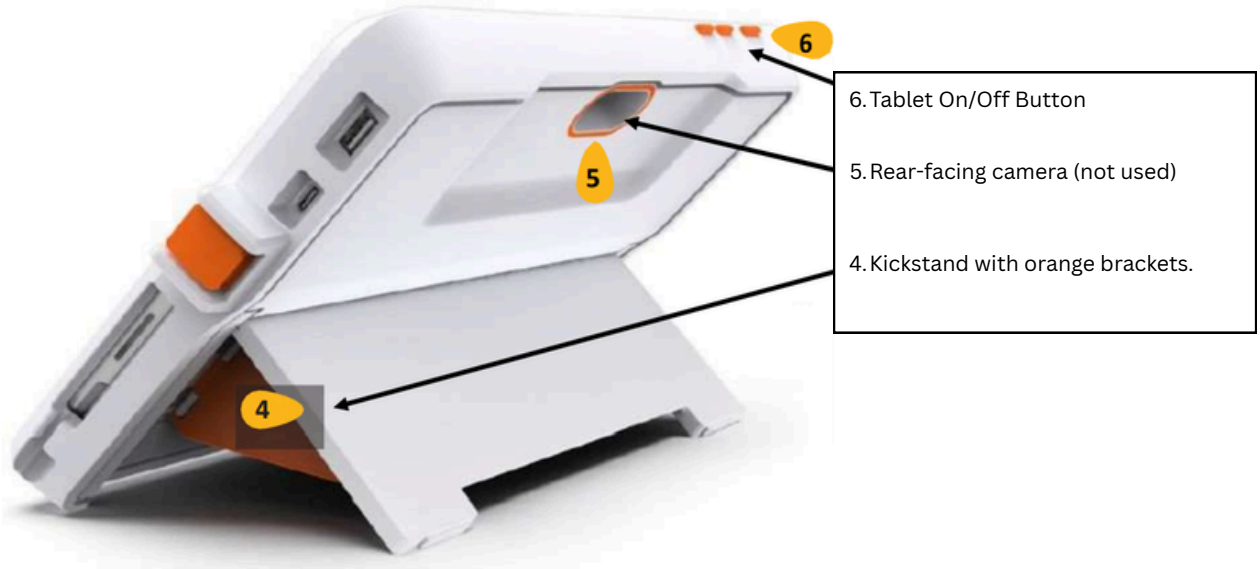




EXPRESSPOLL POLLBOOK

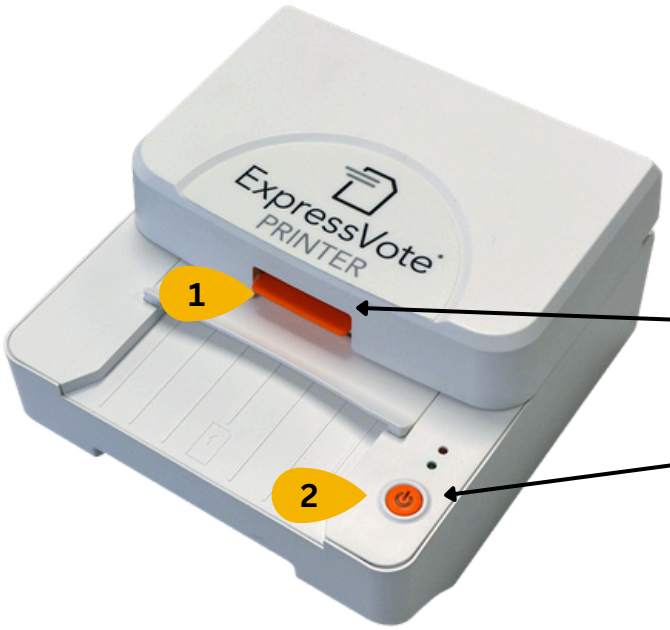
INSPECTORS ONLY TASK ✕ **INTEPRETERS READ ONLY**





EXPRESSVOTE PRINTER

INSPECTORS ONLY TASK ✕ **INTEPRETERS READ ONLY**



1. Printer Head Lever, used to open the printer to remove the ballot paper manually.
2. Power Button



3. Power Cable Port
4. USB Cable Port

INSPECTORS ONLY TASK

INTEPRETERS READ ONLY

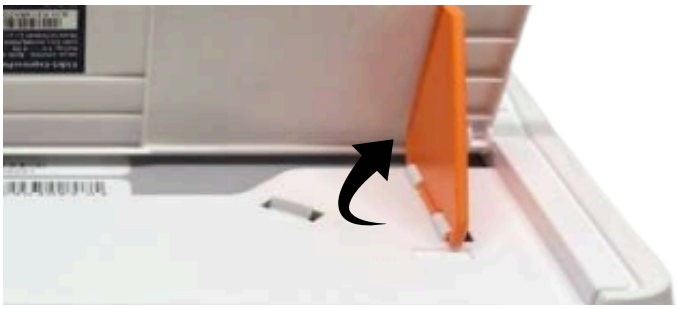


OPENING A POLL SITE

OPENING EXPRESSPOLLS & PRINTERS

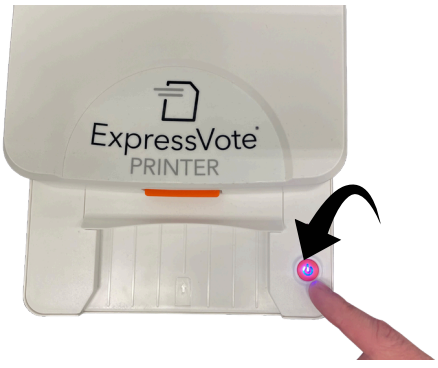
OPENING
EXPRESSPOLLS & PRINTERS

INSPECTORS ONLY TASK ✕ **INTEPRETERS READ ONLY**

1	Lay the ExpressPoll screen-side down on a flat surface.	
2	Lift each orange bracket until it clicks	
3	Plug the magnetic black power cord into the ExpressPoll and plug into a power outlet	
4	Press the orange power button on the top of the ExpressPoll flip stand (the power button is the furthest button on the front left edge).	

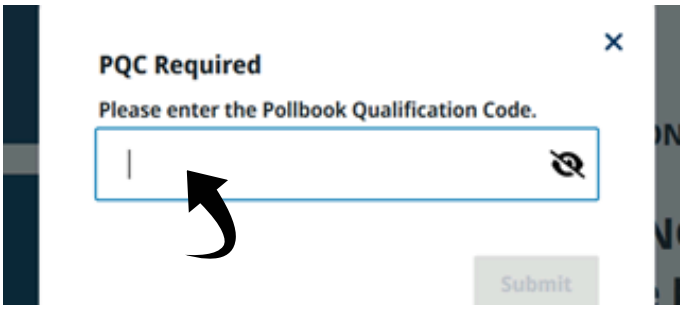
OPENING
EXPRESSPOLLS & PRINTERS

INSPECTORS ONLY TASK ✕ **INTEPRETERS READ ONLY**

5	Turn the ExpressVote printer around so the back is visible	
6	Plug the power cord and the USB cord into the back of the printer	
7	Plug the printer USB and power cord into the ExpressPoll • Make sure the power cord's light is on • Make sure the orange case locked is pushed in firmly	
8	Press and hold the ON/OFF button for 2 seconds to power on printer (indicated by blue light)	

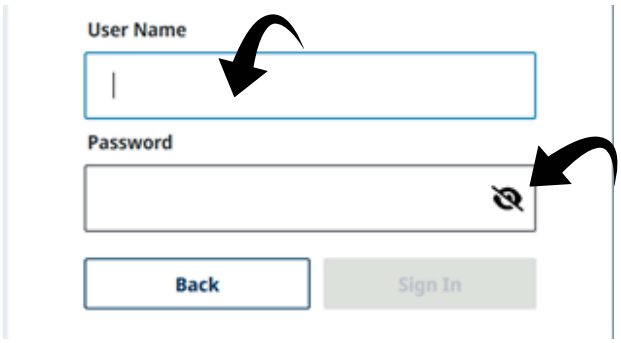
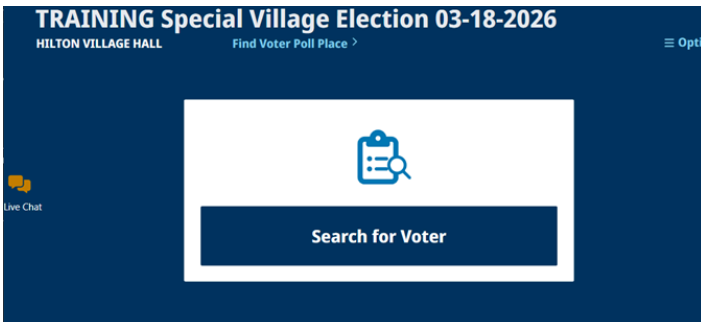
OPENING
EXPRESSPOLLS & PRINTERS

INSPECTORS ONLY TASK ✕ **INTEPRETERS READ ONLY**

9	Once the ExpressPoll is powered on, the screen will display jurisdictional and election specific information.	
10	Press the “Launch” button	
11	Enter the Pollbook Qualification Code (“PQC”) then touch Submit. *ATTENTION* *See your Site Chair for the code listed on a Credentials Card in the Red Bag*	
12	Verify the correct poll place is selected.	

OPENING
EXPRESSPOLLS & PRINTERS

INSPECTORS ONLY TASK ✕ **INTEPRETERS READ ONLY**

13	Tap the text box under User Name to type in your username then repeat for Password *ATTENTION* *See your Site Chair for credentials listed on a credentials card in the red bag*	
14	Touch the “Sign In” button	
15	On the screen, touch “Open Polls” button	
16	The ExpressPoll is now ready to check-in voters	

EXPRESSPOLL & PRINTER TROUBLESHOOTING

INSPECTORS ONLY TASK ✕ **INTEPRETERS READ ONLY**

IF THIS HAPPENS	TAKE THESE ACTIONS
The Pollbook is showing "Polls Closed" Status	• Press Monitor Poll dropdown on the bottom right side of screen • Press Open Polls button on the bottom right side of the screen ◦ The ExpressPoll Pollbook should now be ready to check in voters
Battery is Low and Not Charging	• Check the plug, make sure it is connected properly to the pollbook, and that it didn't come loose at the power box • If the problem persists, alert your Election Day Technician (EDT)
Printer is not showing as not connected	• Check the plug, make sure it is connected properly to the pollbook, and at the back of the printer • Pull out the squared orange tablet lock and firmly push it back in • If the problem persists, alert your Election Day Technician (EDT)
The ExpressPoll Pollbook is not connected to the secure wifi network	• Alert your Election Day Technician (EDT)

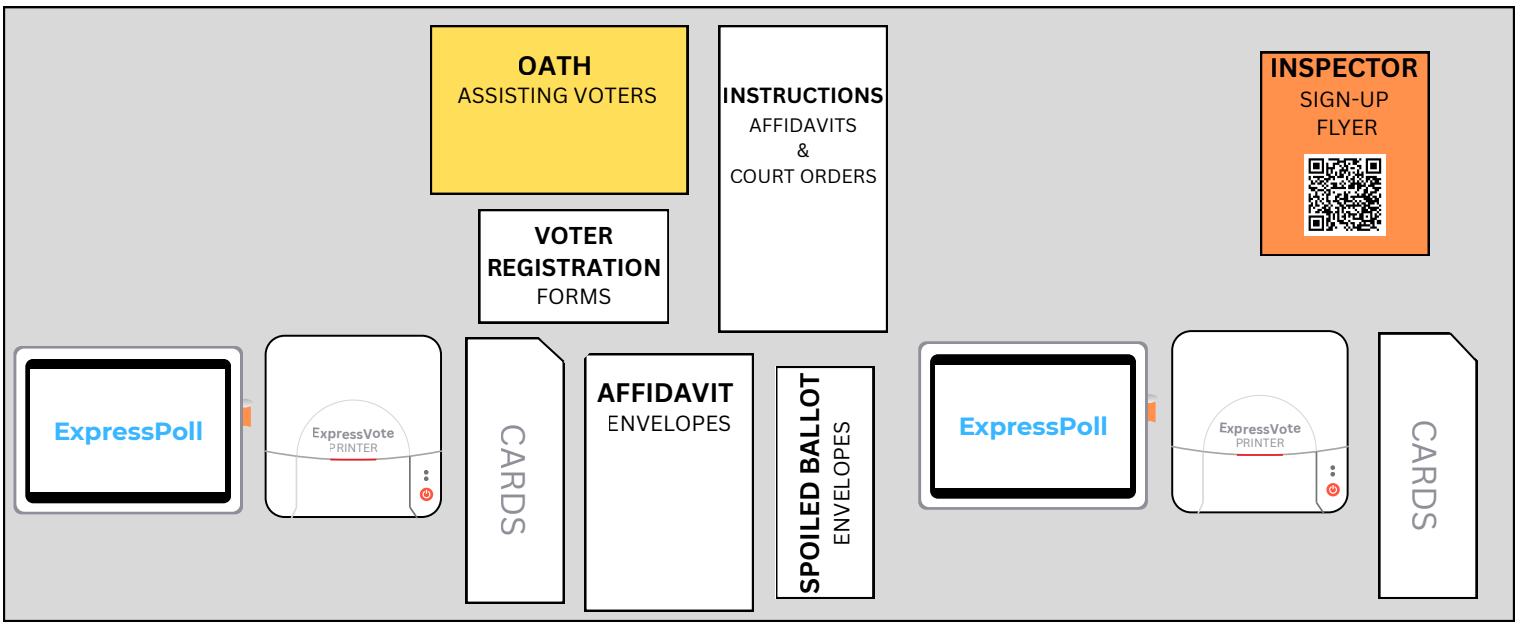


OPENING A POLL SITE

OPENING VOTER CHECK-IN TABLES

OPENING
VOTER CHECK-IN TABLES

VOTER SIDE



INSPECTOR SIDE

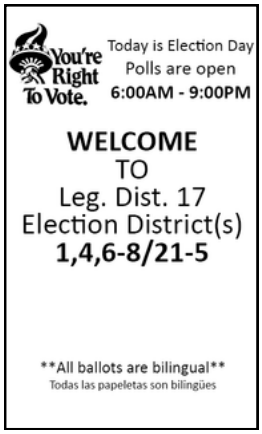
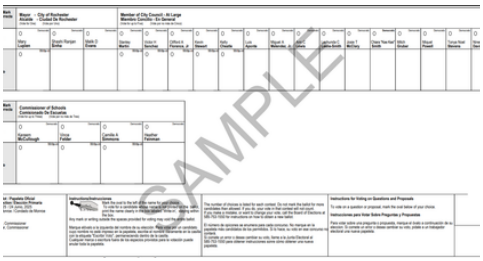
1	Set up tables in the sign-in area of the poll site
2	Arrange forms and envelopes on check-in tables (see diagram above) *ATTENTION* *Do not touch the ExpressPoll pollbooks or the the ballot printers.* *Setting up those electronics are Inspector-only tasks*



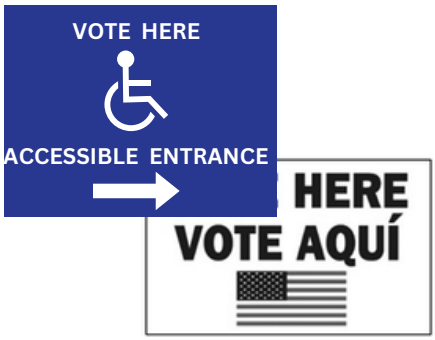
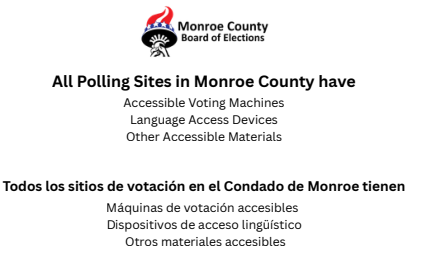
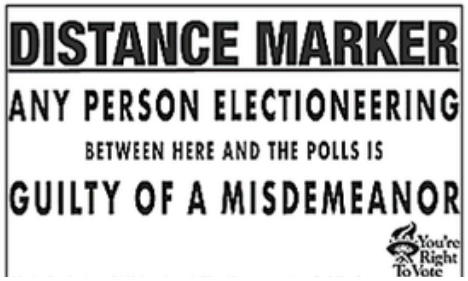
OPENING A POLL SITE

OPENING POLL SITE SIGNS

OPENING
POLL SITE SIGNS

1	The **Important Voter Information** sign is used by voters to understand their rights, responsibilities, and other useful voting information.	 
2	The **Welcome to District** sign helps voters clearly identify the election districts able to vote at the polling site • Post on the wall near the check-in table where voter can see it	
3	The **Sample Ballot** is used by voters to determine what candidates or propositions are on the ballot. • Must post on the wall near the check-in table.	
4	The **Arrow signs** direct voters to the space inside a polling site where voting occurs. • Post on inside walls in visible locations to direct voters	

OPENING
POLL SITE SIGNS

5	The **Vote Here** signs are to show the entrances to the polling site • Must be posted on the doors, and the sign with a wheelchair emblem must be placed on the accessible entrance door.	
6	The **Vote Here** lawn sign shows the location of the poll site • MUST be seen from the road • Must first be put onto the metal frame included with supplies (do NOT tape it to the wall or post it inside the polling site)	
7	**Accessibility Notice** Signs • Must be posted on entry doors of the poll site	
8	The **Distance Marker** is used to warn people not to electioneer within a 100 foot radius of the polling site. • Attach it to any permanent object that is about 100 feet away from each entrance to the building of the polling site	



RUNNING A POLL SITE

Monroe County
Board of Elections

2026 Edition, Ver. 2.2

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Monroe County
Board of Elections

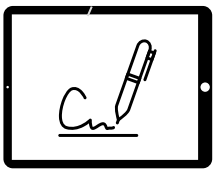
2026 Edition, Ver. 2.2



RUNNING A POLL SITE

TYPICAL VOTING PROCESS

TYPICAL VOTING PROCESS

1	Welcome and direct voters to the check-in table	
2	Inspectors help voters check-in	
3	Inspectors give printed ballot and voting instructions to voters	
4	Inspectors instruct voters how to vote on machines (Inspectors stand behind machine)	
5	Voters cast their ballot on the machines	
6	Inspectors give voter a voting sticker	
7	Voters then exit the polling site	

INSPECTORS ONLY TASK

INTEPRETERS READY ONLY

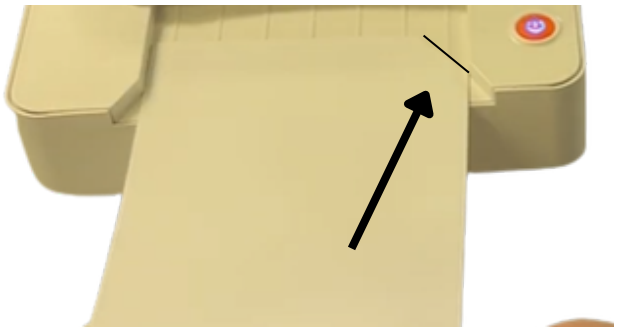
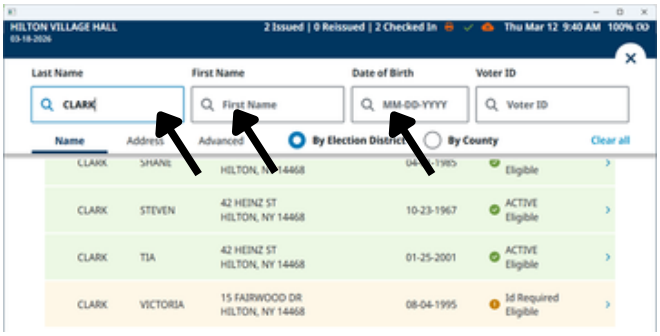


RUNNING A POLL SITE

HOW TO CHECK-IN VOTERS

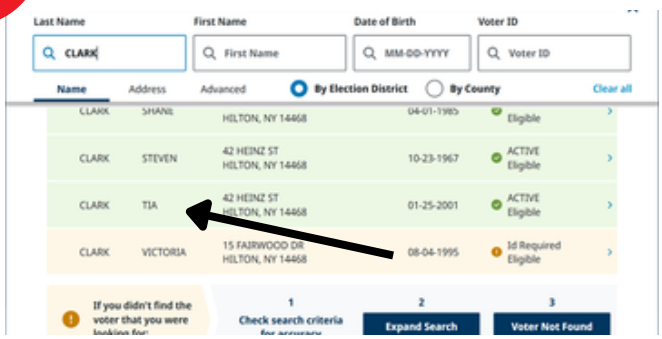
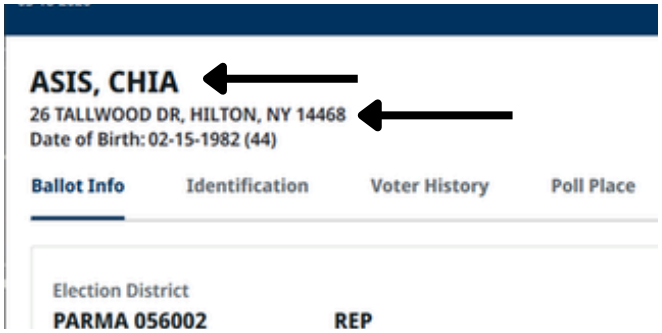
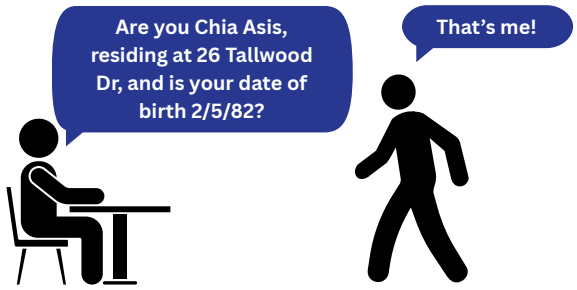
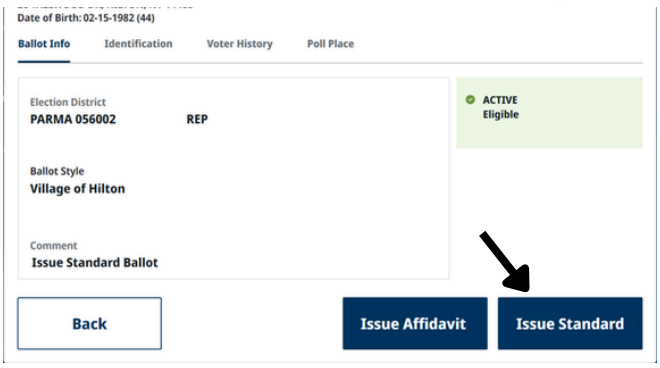
HOW TO
CHECK-IN VOTERS

INSPECTORS ONLY TASK ✕ **INTEPRETERS READ ONLY**

1	Insert <u>blank activation card</u> into the ballot printer The angled corner should be on the right side	
2	Press the “Search for Voter” button	
3	Ask the voter for their <u>FULL LEGAL NAME</u> and <u>CURRENT RESIDENT ADDRESS</u>	
4	Enter the voter’s Last Name, First Name in the appropriate text fields *ATTENTION* *Add the voter’s Date of Birth for more accurate search results*	

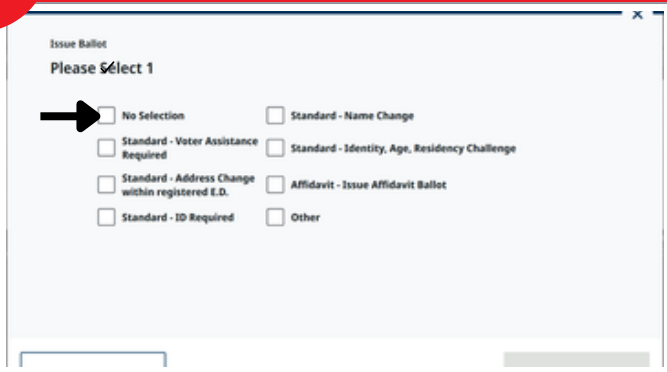
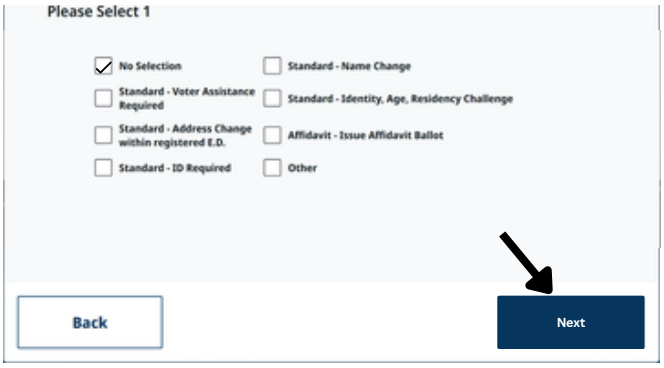
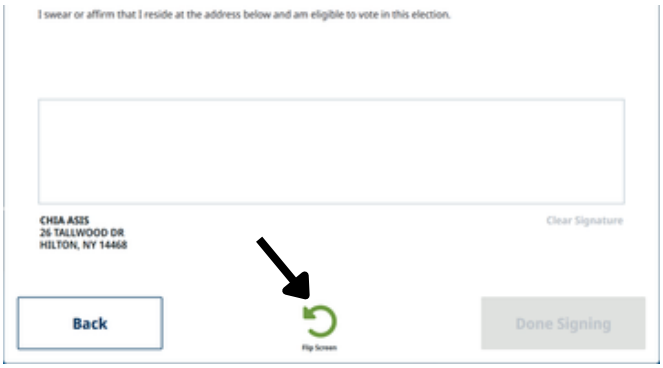
HOW TO
CHECK-IN VOTERS

INSPECTORS ONLY TASK ✕ **INTEPRETERS READ ONLY**

5	Press the correct voter's record from the search list	
6	Look in the upper left section of the voter's record to view the voter's <u>name, resident address</u>, <u>and date of birth</u>	
7	The Election Inspector must read aloud the voter's <u>FULL LEGAL NAME</u>, <u>RESIDENT ADDRESS</u>, and <u>DATE OF BIRTH</u>. And the voter must verbally confirm before proceeding	
8	Press "Issue Standard" button to proceed printing a ballot	

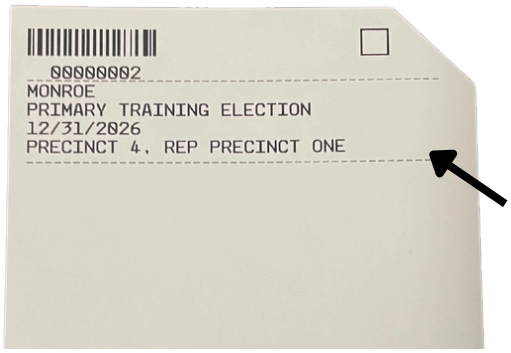
HOW TO
CHECK-IN VOTERS

INSPECTORS ONLY TASK ✕ **INTEPRETERS READ ONLY**

9	Check “No Selection” box if issuing a standard ballot	
10	Press the “Next” button	
11	Press the “Flip Screen” button	
12	Flip the entire ExpressPoll towards the voter	

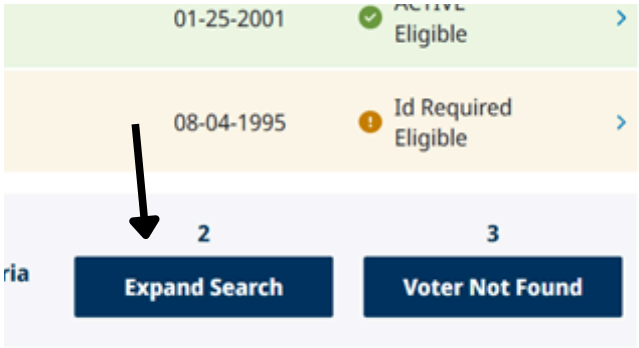
HOW TO
CHECK-IN VOTERS

INSPECTORS ONLY TASK ✕ **INTEPRETERS READ ONLY**

13	Have the voter sign in the empty box and press the button labeled “Done Signing”	
14	Confirm signature, initial the box titled “Board Worker #1”, and then press the “Accept” button	
15	The ballot header will print on the blank activation card	
16	Press the “Complete Check-in” button to finish	**Complete Check-in**

HOW TO
CHECK-IN VOTERS

INSPECTORS ONLY TASK ✕ **INTEPRETERS READY ONLY**

17	Instruct the voter to vote on any ExpressVote XL voting machine	
	✔ **You have successfully checked-in a voter** *Please consider the following exceptions to this process*	
	Special Note	
18	If a voter does not show up during your initial search, you may have to press “Expand Search Call your Site Chair over if you cannot find a voter record even after using “Expand Search”	

NOTES

INSPECTORS ONLY TASK

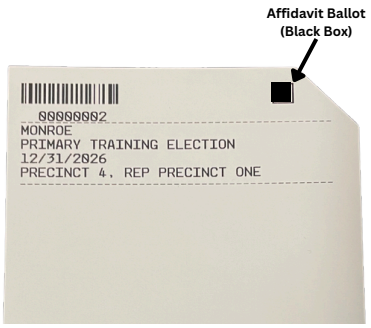
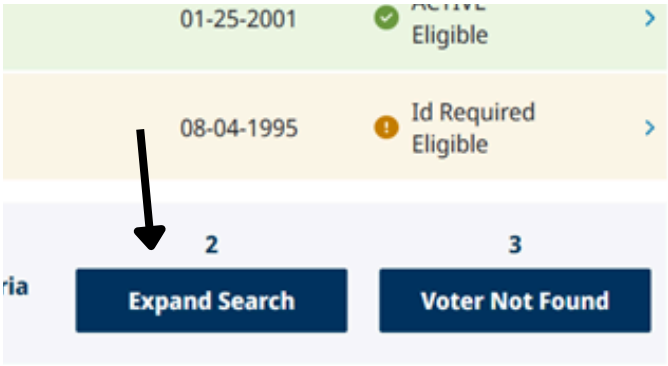
INTEPRETERS READY ONLY



RUNNING A POLL SITE

VOTER CHECK-IN TROUBLESHOOTING

VOTER CHECK-IN TROUBLESHOOTING

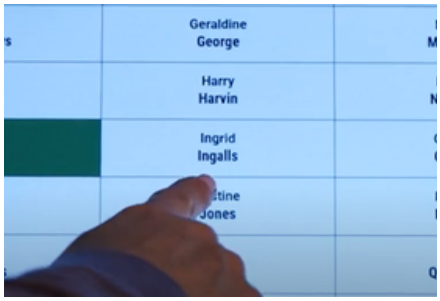
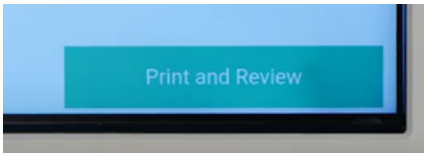
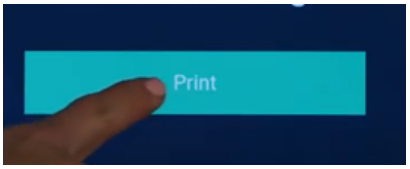
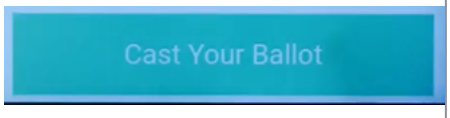
INSPECTORS ONLY TASK		INTEPRETERS READY ONLY
1	Green Status • Standard ballot only • Call over your Site Chair for Court orders	ACTIVE Eligible Court Order Eligible
2	Yellow Status • Call over your Site Chair	ID REQUIRED Eligible
3	Red Status • Call over your Site Chair • Affidavit or Court Order only	ACTIVE Ineligible INACTIVE Eligible Affidavit Only Eligible ACTIVE No Signature Affidavit Only - Moved Election District Eligible 
	If a voter does not show up during your initial search, you may have to press “Expand Search Call your Site Chair over if you cannot find a voter record	



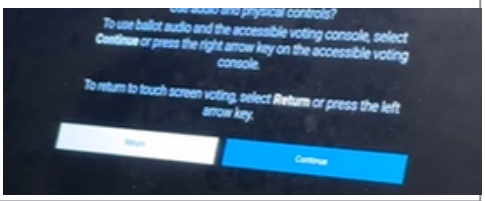
RUNNING A POLL SITE

VOTING ON THE EXPRESSVOTE XL

VOTING ON THE EXPRESSVOTE XL

1	Go to an available voting machine and close the curtain behind you for privacy	
2	Insert ballot into ballot slot on right side of machine • The angled edge is inserted at the top right	
3	Select a language and follow the on-screen prompts to start a voting session	
4	Select your choices on the touchscreen • Ensure nothing else is touching the screen including your free hand, phone, or clothing • Use the buttons in the top right of the screen to adjust the contrast, text size, and language	
5	Press “Print & Review” on the bottom right corner of the screen once you have made all selections	
6	Press “Print” to print the selections onto the ballot and review it in the ballot window	
7	Press “Cast Ballot” after the physical ballot has been reviewed, and it will be deposited into a secure ballot container	
8	Exit the privacy curtain to receive your voting sticker	

EXPRESSVOTE XL
ACCESSIBLE VOTING

An Audio Tactile Interface (ATI) is available at every voting machine **All usage of an ATI must be recorded on the ExpressPolls during voter check-in**		
1	Check the voter in at the check-in table normally so they have a ballot and direct them to any voting machine	
2	Hand the voter the ATI to use inside the privacy curtain • "Sip & Puff" or "Paddle Buttons" are stored in the Absentee Ballot Box, and may be used on any machine. Plug them into the jack on the bottom-left side of the chosen ATI	**ATI**  
3	Instruct the voter to press the center green button on the ATI to bring up the accessible voting session	
4	Instructions on how to use the ATI will appear on the screen before the voting session begins	
5	If the voter needs assistance , they can press the blue Help button on the top left of the ATI	

TROUBLESHOOTING EXPRESSVOTE XL

IF THIS HAPPENS	TAKE THESE ACTIONS
Voter Assistance Light is flashing	• Voter needs assistance, go to back of voting machine to give verbal instructions on next steps ◦ If entrance into the privacy curtain is needed, assistance MUST be provided in a bipartisan team
Voter Assistance Light won't turn off	• Redirect voters to another voting machine • Alert your Election Day Technician (EDT)
Ballot jam	• Alert your Election Day Technician (EDT)
Touchscreen unresponsive / frozen	• Ensure there is nothing, including free hand, touching the screen while the voter is making selections (ex: sleeve, another hand, phone or other object, etc.) • If the screen is still unresponsive after confirming there is nothing else touching the screen, wait 30 seconds before trying to select again • If the problem persists, alert your Election Day Technician (EDT)
Ballot container is full	The voting machine will beep when the ballot container is full. Alert your Election Day Technician (EDT) to report the full container.
Ballot is abandoned	If a ballot is found IN OR NEAR the voting machine, YOU MUST CALL the Inspector Helpline at 585-753-1599 for instructions.



CLOSING A POLL SITE

Monroe County
Board of Elections

2026 Edition, Ver. 2.2

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CLOSING A POLL SITE

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CLOSING A POLL SITE

PREPARING TO CLOSE A POLL SITE

PREPARING TO
CLOSE A POLL SITE

The following actions MAY BE completed prior to closing the poll site

- Gather everyone into a team huddle 
- Review proper order of closing procedures 
- Assign and inform Inspectors their closing tasks on the LADS 
- Record & stage closing seals throughout day (Site Chair Task) 
- If needed, place an Inspector at the end of the voter line at 9pm 

NOTES

BEGINNING TO CLOSE A POLL SITE

The following actions <u>MUST BEGIN</u> at 9pm (or when final voter leaves)

Gather everyone into a team huddle



Briefly review proper order of closing tasks and assigned tasks



Supervise closing, ensure tasks are done correctly, and complete all LADS forms



NOTES

INSPECTORS ONLY TASK

INTEPRETERS READY ONLY



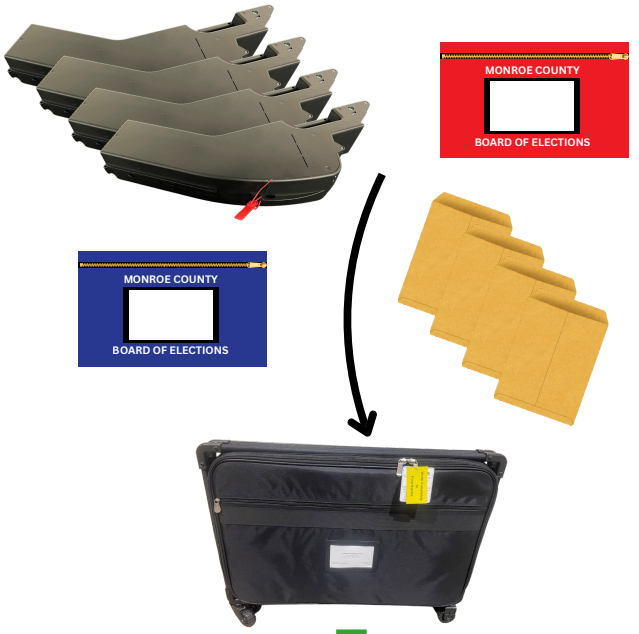
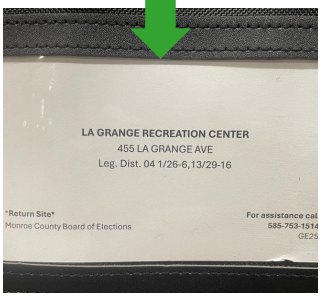
CLOSING A POLL SITE

INSPECTOR TO RETURN BLACK BAG(S)

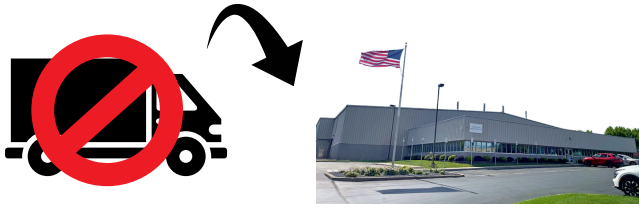
INSPECTOR TO RETURN BLACK BAG(S)

INSPECTORS ONLY TASK ✕ **INTEPRETERS READY ONLY**

BLACK BAG(S) must be returned as soon as possible
One Inspector (trustworthy and with transportation)
is to remain on standby to transport the Black Bag(s) when ready

1	Locate the Black Bag(s). There is one Black Bag for every four voting machines.	
2	ATTENTION Do not return the Black Bag(s) until you are certain the following are properly filled, sealed, and packed. • Ballot Bins (4 per bag) • Red security bag w/contents • Blue security bag w/ contents • Manila collection envelopes	
3	Refer to the label on the Black Bag for your Return Location address	

ASSIGN INSPECTOR TO RETURN BLACK BAG(S)

4	**If returning to the Board of Elections:** • Enter the facility from the 435 Smith St. entrance • follow directions of the traffic staff	
5	**If returning to a satellite location (outside the city):** • Locate the large moving truck (typically a non-county vendor) • Pull up to the truck, state your poll site name to the driver/staff member • transfer bags to the driver/staff member	
6	**Satellite return location trucks depart at 10:15pm.** • If you arrive after this time, or • are unable to locate the truck • You must return the Black Bag(s) to the 435 Smith St	

✔

Your Election Day work shift is complete. Do not return to your poll site. Return home.

INSPECTORS ONLY TASK

INTEPRETERS READY ONLY

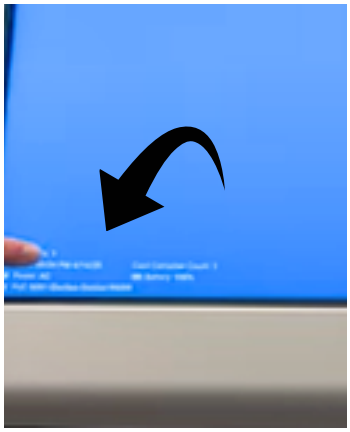
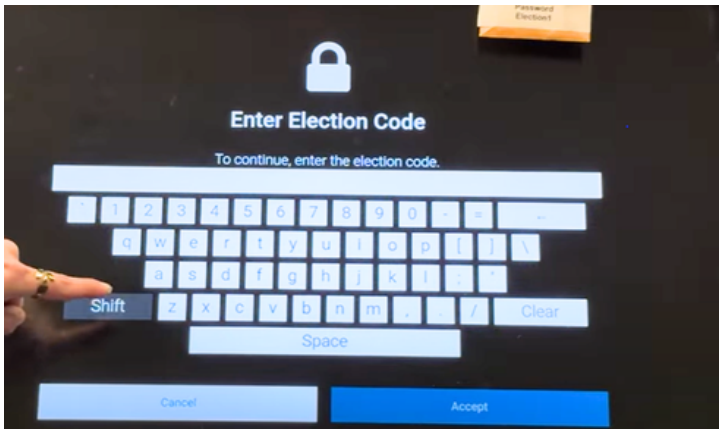


CLOSING A POLL SITE

CLOSE EXPRESSVOTE XL VOTING MACHINES

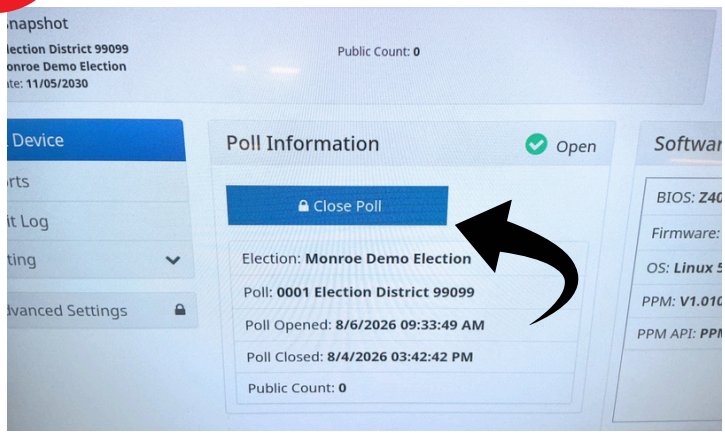
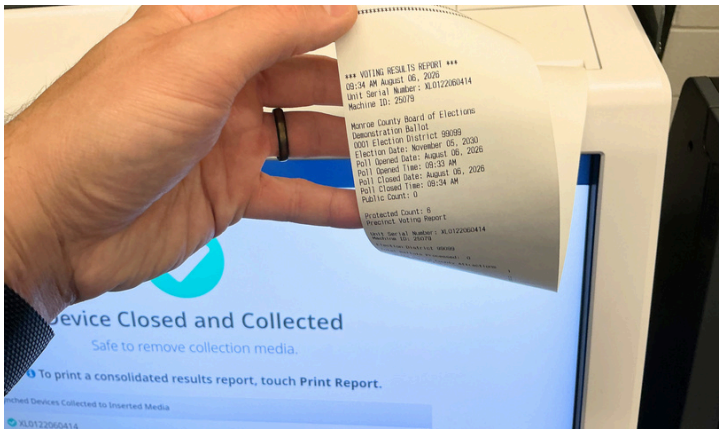
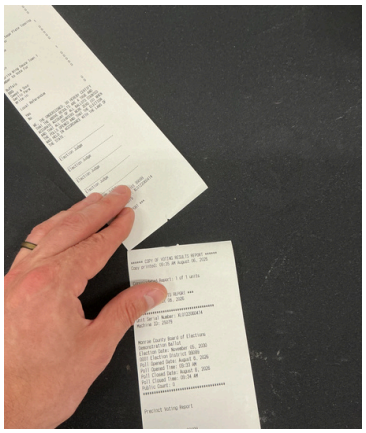
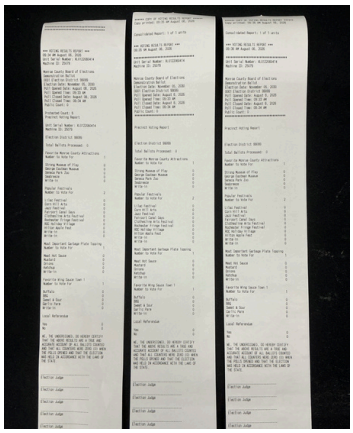
CLOSE EXPRESSVOTE XL VOTING MACHINES

INSPECTORS ONLY TASK ✕ **INTEPRETERS READY ONLY**

1	Lift up the privacy curtains to begin	
2	Press the text “Public Counter” at the bottom-left corner of the touchscreen Then press “Mode” in the top-right corner of the screen	 
3	Enter the password found on the voting machine key envelope	

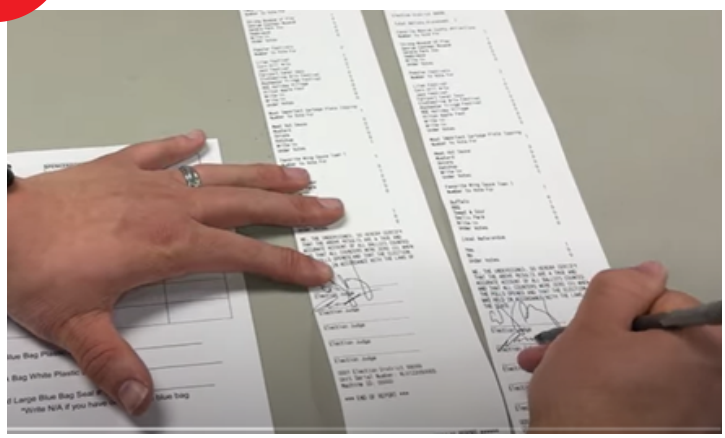
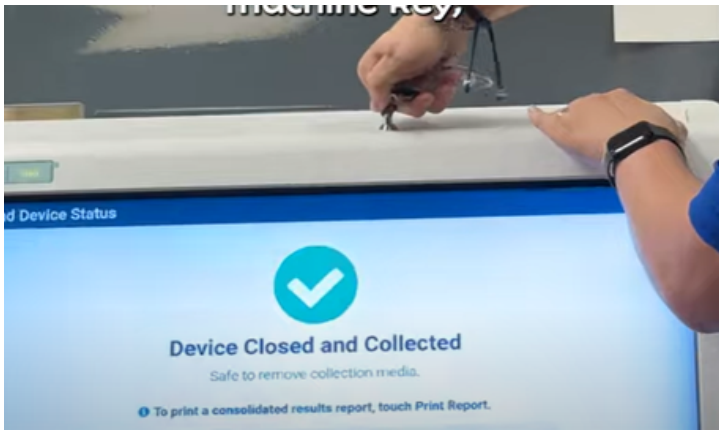
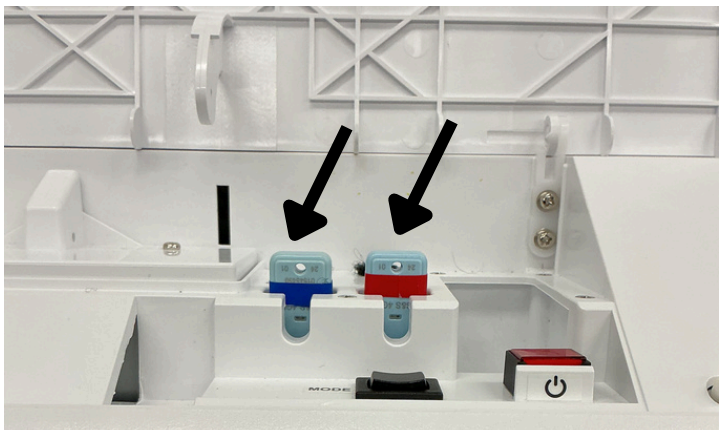
CLOSE EXPRESSVOTE XL VOTING MACHINES

INSPECTORS ONLY TASK ✕ **INTEPRETERS READY ONLY**

4	Press “Close Poll” button	
5	<u>Three copies</u> of the <u>closing tape</u> will automatically print onto one tape	
6	Remove the closing tape Tear the closing tape to separate the <u>three copies</u>	 

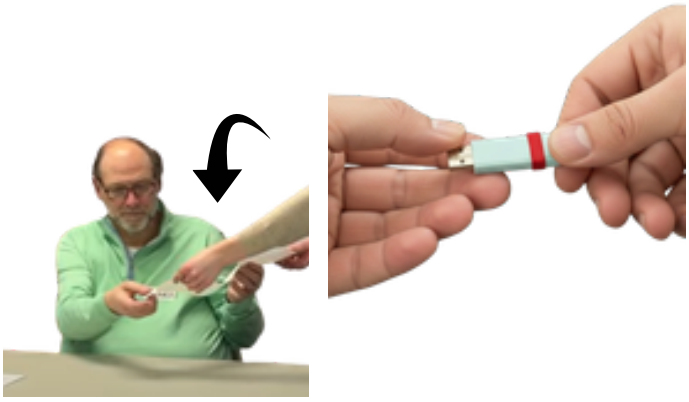
CLOSE EXPRESSVOTE XL VOTING MACHINES

INSPECTORS ONLY TASK ✕ **INTEPRETERS READY ONLY**

7	Sign-off in a bipartisan team on all <u>three copies</u> of the closing tape Set the tapes aside for the moment	
8	Next, unlock and open the access compartment on top of the screen with the voting machine key	
9	Inside the Access Compartment, find the two USB memory sticks, color-coded Blue and Red	

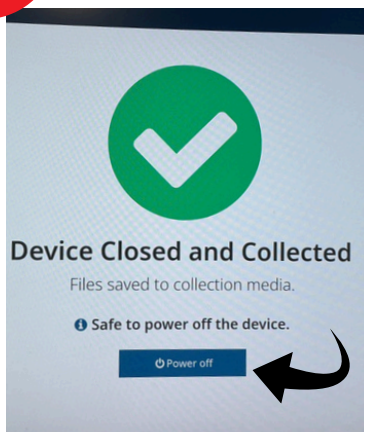
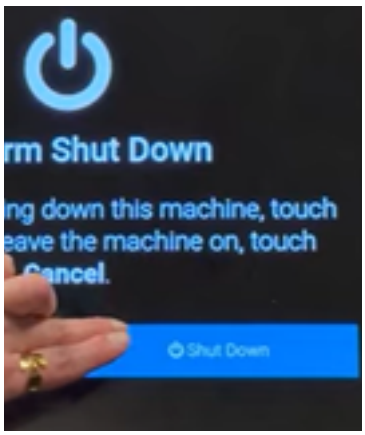
CLOSE EXPRESSVOTE XL VOTING MACHINES

INSPECTORS ONLY TASK ✕ **INTEPRETERS READY ONLY**

10	Remove the <u>Red Memory Stick</u> Give it directly to the Site Chairs, along with one copy of the closing tape for ballot reconciliation	
11	Remove the <u>Blue Memory Stick</u> Place it in the Blue Bag along with one copy of the closing tape	
12	**If poll watchers are present,** place one copy of the closing tape on the wall for their review **If there are no poll watchers,** place final copy into the “Generic Site Bag” in the Absentee Ballot Box	

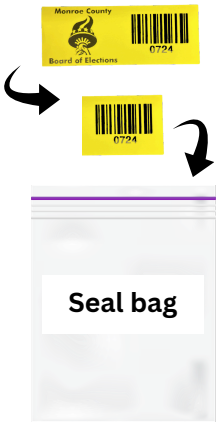
CLOSE EXPRESSVOTE XL VOTING MACHINES

INSPECTORS ONLY TASK ✕ **INTEPRETERS READY ONLY**

16	Press “Power Off” button Then press “Shut Down” to confirm	 
17	Close and lock the access compartment	
18	Flip down the screen cover and readjust screen tilt to vertical position	

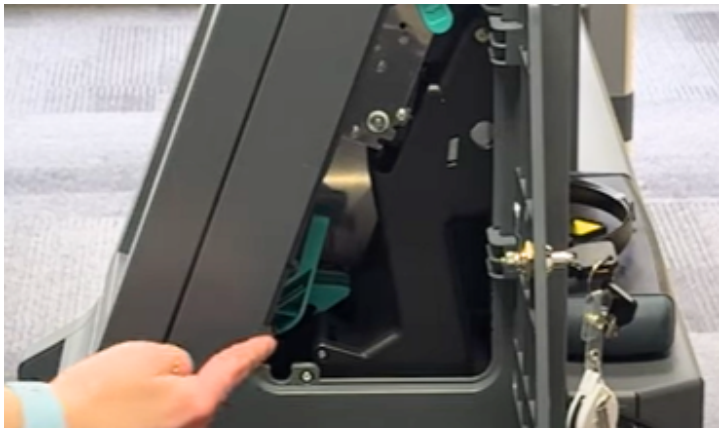
CLOSE EXPRESSVOTE XL VOTING MACHINES

INSPECTORS ONLY TASK ✕ **INTEPRETERS READY ONLY**

19	Seal access compartment with white security seal (behind the top of the screen) ***Site Chair Task*** Record white security seal number on the After Polls Close form on the LADS	
20	Unplug the voting machine power cord and wrap it up neatly on the side of the machine *ATTENTION* *Do not unplug the highest-numbered machine until all the election results have been uploaded*	
21	Remove the yellow sticker seal from ballot access compartment (side of machine) Fold the seal in half and place into the clear seal bag	 

CLOSE EXPRESSVOTE XL VOTING MACHINES

INSPECTORS ONLY TASK ✕ **INTEPRETERS READY ONLY**

22	Unlock ballot access compartment and open door	
23	Push forward on the lower green lever to unlock the ballot bin	
24	Remove the ballot bin and place a white security seal on the flap	

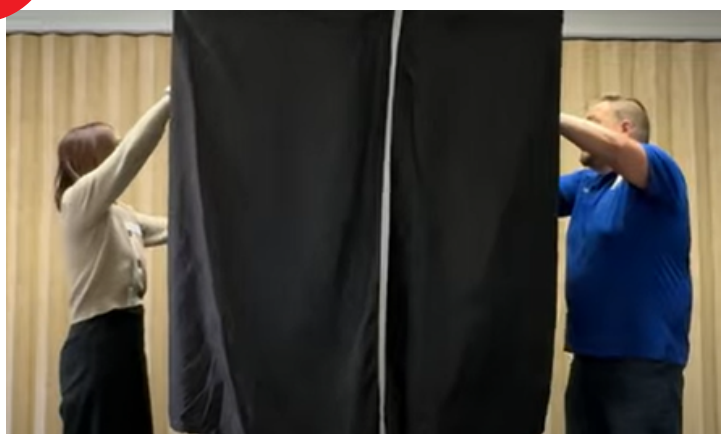
CLOSE EXPRESSVOTE XL VOTING MACHINES

INSPECTORS ONLY TASK ✕ **INTEPRETERS READY ONLY**

25	***Site Chair Task*** Record white security seal number and red security seal number from ballot bin on the After Polls Close Form on the LADS	
26	Place the ballot bin in a center compartment in the black bag	
27	Close and lock ballot access compartment door	

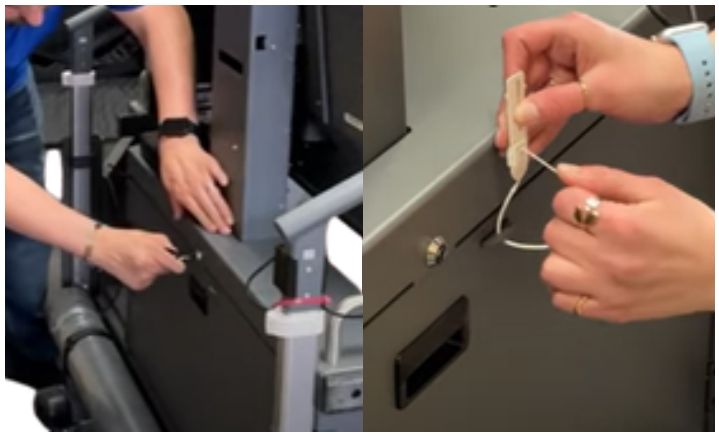
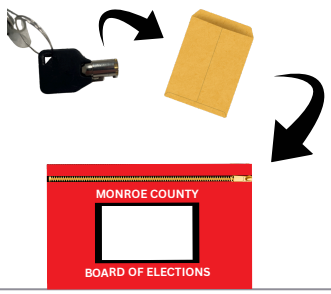
CLOSE EXPRESSVOTE XL VOTING MACHINES

INSPECTORS ONLY TASK ✕ **INTEPRETERS READY ONLY**

28	Take privacy curtain down from the mounting brackets fold both rods inward, and roll up curtain	
29	Remove the black nylon machine cover from the storage tube and set aside Place privacy curtain back into storage tube (insert into the side that is labeled “TOP”)	
30	Bend voter assistance light down Unlatch both white clamps and lower both privacy curtain rod mounts	 

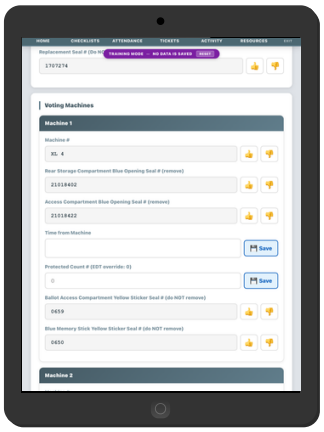
CLOSE EXPRESSVOTE XL VOTING MACHINES

INSPECTORS ONLY TASK ✕ **INTEPRETERS READY ONLY**

31	Leave the rear storage compartment door open until all supplies have been retuned, including the ATI, printer, ExpressPolls, power cords, and blank activation cards	
32	After all items have been returned, close and lock the storage compartment, and seal with a white security seal ***Site Chair Task*** Record white seal number on After Polls Close Form on the LADS *ATTENTION* *Do not seal the highest-numbered voting machine until the handheld LADS unit has been stored inside*	
33	Return the machine key to its manila key envelope, then place into Red Bag	

CLOSE EXPRESSVOTE XL VOTING MACHINES

INSPECTORS ONLY TASK ✕ **INTEPRETERS READY ONLY**

34	***SITE CHAIR TASK*** Ensure all machine seal numbers have been captured on the <u>After Polls Close Form</u> on the LADS before covering up the voting machine	
35	Replace black <u>nylon machine cover</u> The small cover goes over the ballot review window	 

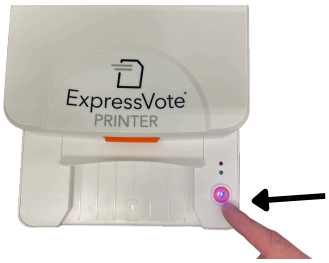
✓ **You have now successfully closed the ExpressVote XL voting machine**



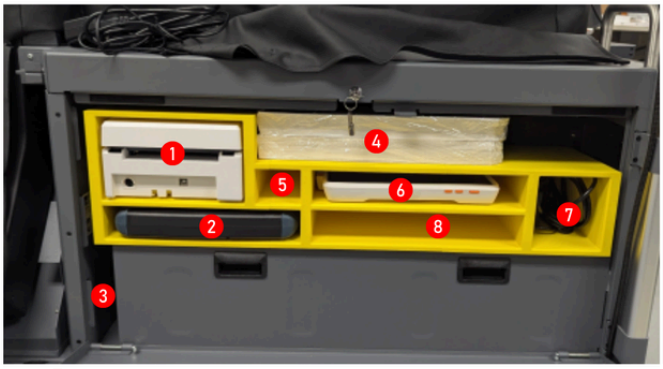
CLOSING A POLL SITE

CLOSE EXPRESSPOLLS & PRINTERS

CLOSE
EXPRESSPOLLS & PRINTERS

1	Press and hold the ON/OFF button for 2 seconds to power off printer	
2	Power off the ExpressPoll by long-pressing the orange power button at the top of the device	
3	Unplug the printer USB cord from the ExpressPoll	
4	Unplug cords from the back of the printer	

CLOSE
EXPRESSPOLLS & PRINTERS

5	Place ExpressPolls and Printers into the back of an ExpressVote XL voting machine	
6	See packing diagram on the inside panel of the rear storage compartment door of the voting machine	**VOTING MACHINE** STORAGE COMPARTMENT OVERVIEW  1 ExpressVote Printer 2 ATI Console 3 Headphones 4 Blank Activation Cards 5 ExpressPoll Power Cords 6 ExpressPoll Tablet or LADS 7 Printer Power + USB Cord 8 Seal Bags + Stickers

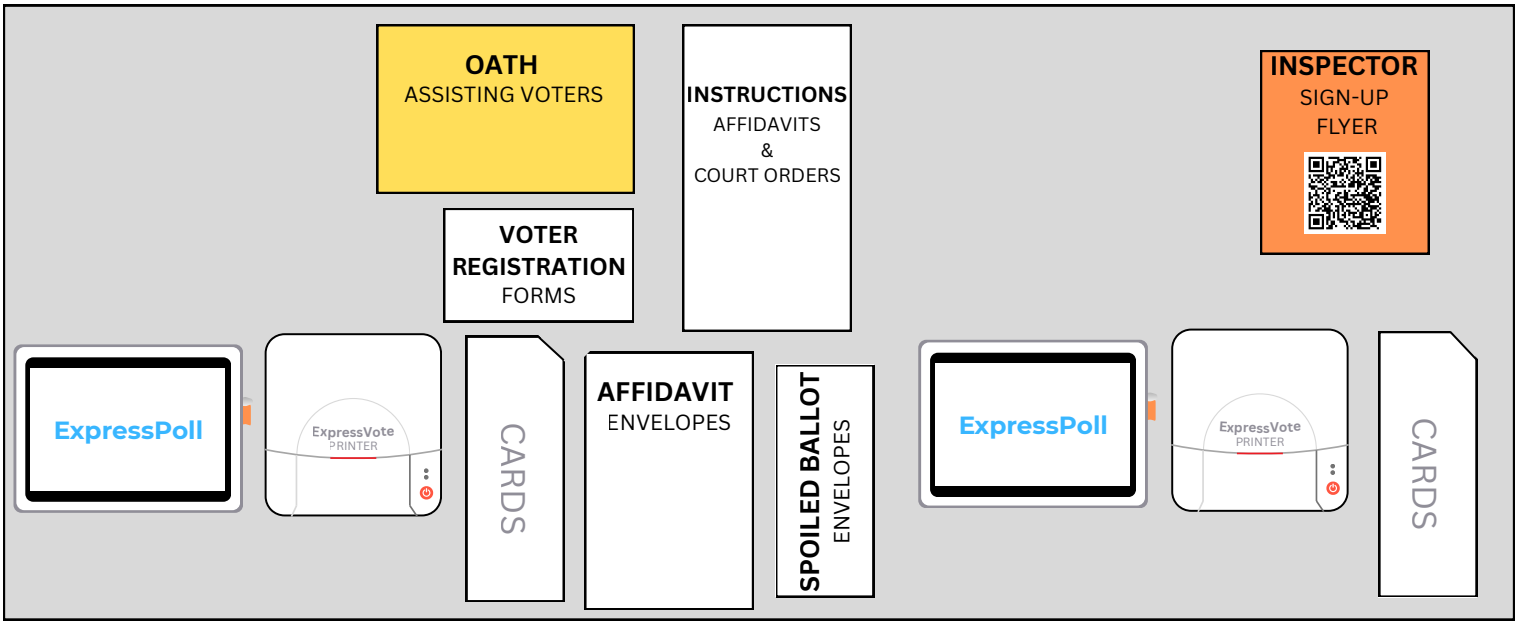


CLOSING A POLL SITE

CLOSE VOTER CHECK-IN TABLES

CLOSE
VOTER CHECK-IN TABLES

VOTER SIDE



INSPECTOR SIDE

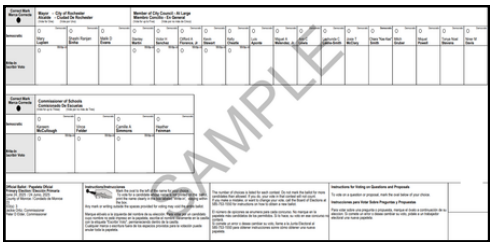
1	Close and pack the handheld LAD, ExpressPolls and printers into back of voting machines	
2	Pack manila envelopes into the side pocket of the Black Bag(s)	
3	Return remaining items into the clear site bag found inside the Absentee Ballot Box	



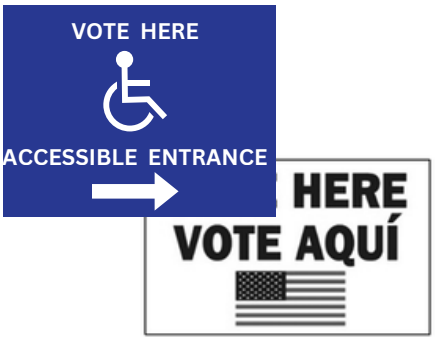
CLOSING A POLL SITE

TAKE DOWN POLL SITE SIGNS

TAKE DOWN POLL SITE SIGNS

Store signs inside the Absentee Ballot Box		
1	The **Important Voter Information** sign • For voters to understand their rights, responsibilities, and other useful voting information.	
2	The **Welcome to District** sign • Helps voters identify the election districts able to vote at the polling site • Post on the wall near the check-in table where voter can see it	
3	The **Sample Ballot** • Used by voters to determine what candidates or propositions are on the ballot. • Must post on the wall near the check-in table.	
4	The **Arrow** signs • Direct voters to the space inside a polling site where voting occurs. • Post in visible locations to direct voters	

TAKE DOWN POLL SITE SIGNS

Store signs inside the Absentee Ballot Box		
5	The **Vote Here** signs • Show entrances to the polling site • Must be posted on the doors. • The wheelchair accessible sign must be posted on the accessible entrance door	
6	The **Lawn** Signs • Show the location of the poll site • Must be seen from the road • Must first be put onto the metal frame included with supplies (do NOT tape it to the wall or post it inside the polling site)	
7	The **Accessibility Notice** Signs • Posted on entry doors of the poll site	
8	The **Distance Marker** • Used to warn people not to electioneer within a 100 foot radius of the polling site. • Attach it to any permanent object that is about 100 feet away from each entrance to the building of the polling site	

INSPECTORS ONLY TASK

INTEPRETERS READY ONLY



CLOSING A POLL SITE

PACK ABSENTEE BALLOT BOX

PACK
ABSENTEE BALLOT BOX

INSPECTORS ONLY TASK ✕ **INTEPRETERS READY ONLY**



1	Remove the large, white security seal attached to the box
2	Place large, white security seal into Blue Bag (found inside box)
3	Refer to the box label, and repack supplies into box
4	Reseal with new large white security seal found in the Blue Bag
5	***Site Chair Task*** Record closing security seal in After Polls Close Form on LADS
6	Place near ExpressVote XL voting machines once complete



ELECTION DAY COMPLETE!

Monroe County
Board of Elections

2026 Edition, Ver. 2.2

APPENDIX A

EMPLOYEE INFORMATION HANDBOOK

Monroe County
Board of Elections

2026 Edition, Ver. 2.2

General Info

Key Election Day Contacts

- **Inspector Helpline**: (585) 753-1599
- **Tech Helpline**: (585) 753-1590
- **Spanish Interpreter Helpline**: (585) 753-1592

Important Election Dates

- **Primary Election**: Tuesday, June 23, 2026 (5am–10pm)
  - Early Voting: June 13 –21, 2026
- **General Election**: Tuesday, November 3, 2026 (5am–10pm)
  - Early Voting: October 24–November 1, 2026

Early Voting

- Voters can vote at any Early Voting site in Monroe County.
- Requirements:
  - Must work the **entire Election Day** to be considered for Early Voting assignment.
  - Assignments given **first come, first served** after completing training.
  - No guarantee until after training completion.

Voting Rights Act & Public Service

- Inspectors are **Public Officials**.
- Any discriminatory actions, even unintentional, are potential violations of the Voting Rights Act.
- Apply all rules **uniformly and neutrally**.
- Any form of Discrimination is a violation of the Voting Rights Act.
- Actions that reduce access to the political system by discriminating are violations.
- Contact: **AndrewSpong@monroecounty.gov** for questions.

Qualifications

Election Inspectors

- Must be a registered voter in Monroe County, NY
- Must be able to read, write, and speak English
- Must participate in annual training and pass inspector exam to be certified
- Must be able to execute all inspector responsibilities unassisted by another person
- Must ensure voter rights and procedures according to election law.
- Must have a valid phone number and email
- Must dress, speak, and act professionally
- Must maintain cooperative and collaborative attitude
- Must have transportation to and from training and work assignments

Spanish Interpreters

- Must be able to read, write, speak fluently in both English and Spanish
- Must take an Oath for Person(s) Assisting Voter for every voter they assist inside a voting machine booth

Site Chairs

- Must meet all Election Inspector Qualifications
- Must complete Site Chair training and pass the required exam
- Must have “people skills”
  - Communication skills
  - Conflict management skills
  - Ability to lead and manage inspectors and voters
- Must have “organizational skills”
  - Ability to organize and maintain order of poll site
  - Ability to follow and lead others in detailed directions
- Must have “technology skills”
  - Must be comfortable with touchscreen technology

Coordinators

- Must be recommended by a party leader
- Must be appointed by the Board of Elections Commissioners
- Must attend Coordinator orientation and training sessions
- Must meet all Election Inspector Qualifications
- Must meet all Site Chair qualifications and training requirements

Qualifications

Election Day Technicians

- Must be a registered voter in Monroe County, NY
- Must be able to read, write, and speak English
- Must ensure voter rights and follow procedures in accordance with election law
- Must have a valid cell phone number and email address
- Must dress, speak, and act professionally
- Must maintain a cooperative and collaborative attitude
- Must have reliable transportation to and from training and work assignments
- Must complete Election Inspector training and pass required exam
- Must complete Site Chair training and pass the required exam
- Must complete EDT training and pass required exam
- Must be appointed by the Board of Elections Commissioners

Duties & Responsibilities

Election Inspectors

- Prepare polling places for voting
- Set up the voting equipment
- Check-in and process voters
- Demonstrate voting procedures to voters
- Assist voters if requested
- Close the polling place

Site Chairs

- Lead poll site with bipartisan Site Chair counterpart
- Assign opening/closing duties based on inspector strengths
- Ensure all voting machines are ready
- Rotate inspector tasks and assign staff breaks
- Ensure all workers sign in for shifts
- Oversee voter check-in problems
- Oversee and administer all documentation and reports
- Ensure proper site closing and security

Election Day Technicians

- Support Site Chairs with their duties at assigned poll sites
- Address issues pertaining to election procedures, personnel, and poll site election technology

Spanish Interpreters

- Interpret and translate for Spanish-speaking voters
- Assist Spanish-speaking voters inside the voting booth (Oath for Person Assisting Voter required)
- Spanish Interpreters may also
- Read any Field Guide directions to inspectors
- Set up check-in tables
- Set up poll site signs
- Welcome voters
- Help voters navigate the poll site
- Direct voters to voting machines
- Help voters with basic operation of the voting machine (must stand behind the voting machine, must speak in English only)
- Hand out “I Voted" stickers

Coordinators

- Coordinators are responsible for recruiting (and sometimes assigning) election inspectors to work elections.

Organizational Structure

Chain of Command

Bring problems to person above you (Bilingual Interpreters follow same chain).

- **Commissioners**
- **BOE Staff**
- **Election Day Technicians** manage multiple poll sites, assisting site chairs with escalated personnel, procedural, and technological issues.
- **Coordinators** recruit and assign inspectors and site chairs to poll sites.
- **Site Chairs** oversee site, ensure procedures followed, manage schedules, and handle supply delivery/return.
- **Election Inspectors**
  - **Greeter**: Direct voters, handle absentee ballot drop-off, manage crowding, promote Inspector sign-ups.
  - **Check-In Table**: Check voter info, process sign-in, issue ballots, handle spoiled/affidavit ballots.
  - **Voting Machines**: Direct traffic, explain how to vote, keep area free of political material, distribute stickers.
- **Spanish Interpreters** Provide Spanish interpretation; can do non-bipartisan tasks; record all interpretations on electronic pollbook

Other People at Poll Sites

- **Poll Watchers**: Appointed by parties; must show certificate; cannot serve as Inspectors.
- **Security Personnel**: Ensure safety; not certified Inspectors.
- **Media**: Call BOE if media arrives; may photograph general areas; cannot photograph marked ballots.
- **Candidates**: May vote; cannot campaign/electioneer inside; cannot serve as Inspectors or Watchers.

Professionalism

Conduct

- **Behavior**: No children, pets, TVs, radios, laptops. No playing music/videos (except training). Stop side conversations when voters arrive. No profanity/derogatory words. Respect others.
- **Solicitation**: Don't ask people to bring food.
- **Cell phones**: Silent and put away (only EDTs/Site Chairs for BOE communication).
- **Animals**: Only service animals allowed. No emotional support animals or pets.

Attendance

- Must attend **annual training** and be **on time** for shifts.
  - Over 10 minutes late without calling = possible replacement.
  - No-call-no-show = immediate termination.
- Call in if you cannot work; no day-of cancellations for pre-scheduled appointments.
- Must work **entire Election Day** to be eligible for Early Voting work.

Dress Code

- Follow Monroe County employee guidelines.
- Must present a **professional image**.
- No political attire.
- Acceptable: County attire, business suits, dress/casual pants, neat jeans, skirts, dresses, polos, sweaters, dress/casual shoes, sneakers.
- Unacceptable: Revealing clothing, sleepwear, gym clothes, overalls, sheer clothing, graphic T-shirts, spandex, strapless/spaghetti straps (unless covered), hats/bandanas, flip flops, bare feet, slippers.
- **Personal Hygiene**: Clean appearance, minimal scents, neatly groomed hair/facial hair.

Election Etiquette & Voter Privacy

- Help all voters exercise their right to vote.
- Remain calm, polite, flexible, and respectful to everyone (voters, coworkers, poll watchers, media).
- Allow voters privacy with ballots.
- Only assist voters if they request it and have taken the **Oath for Assisting a Voter**.
- Inspectors must not handle a voter's printed ballot or enter privacy curtain without permission.
- All ballot assistance must be bipartisan and recorded in the Poll Book.
- Do not use Poll Books to look up non-check-in info (e.g., whether someone voted).

Electioneering

Electioneering

- Any advertisement, display, speech, clothing, or sign containing a political party or the name of a candidate that is on the ballot that occurs within 100 feet of a polling site.
- If a voter engages in electioneering, politely inform the voter their conduct is against election law and ask them to stop, or cover or conceal the item in question.
- If the voter does not comply, politely inform them that they are committing a misdemeanor offense, and ask them to stop again. If they still do not, or begin to make a scene, have a Site Chair call the Board of Elections, and if necessary, the police.

Assistance

Voter Assistance

- Under Election Law § 8-306, voter assistance is help a qualified voter receives in preparing and casting their ballot. It is available to a voter who cannot read, cannot see the ballot even with glasses, is physically unable to mark the ballot or use the machine, or cannot enter the booth without help. The voter must state under oath to the board of inspectors that they need assistance.
- The voter may choose the person who helps them, except their employer, an agent of their employer, or an officer or agent of their union. A voter who doesn't pick anyone is helped by two inspectors from different political parties.
- Whoever assists must not influence the vote, record what happens in the booth, or reveal how the person voted. A assistor who is not an inspector must swear the Oath for Person(s) Assisting Voter before entering the booth. The inspectors record the name of everyone who gives assistance.

Accessibility

Basic Etiquette for Serving People with Disabilities

- **General**: Greet and be relaxed.
- **Blind**: Identify yourself; offer arm; don't touch cane/device.
- **Deaf/HOH**: Get attention first; speak clearly; face the person; use gestures; don't shout; write if needed; use LADS for ASL.
- **Wheelchair users**: Never touch/push without permission.
- **Person-first language**: "Person with who is blind," not "blind person."
- Offer help but respect if declined.
- **Service Animals**: Don't distract; don't ask about disability; explain legal rights if questioned. Under the Americans with Disabilities Act (ADA), staff may ask only the following two questions to determine whether an animal qualifies as a service animal:
  - Is the service animal required because of a disability?
  - What work or task has the animal been trained to perform?
- **Communication**: Speak directly; match eye level if possible; offer Braille, magnifiers, large print; announce when leaving.
- **Interpreters**: Talk to voter, not interpreter; speak clearly; don't interrupt interpreter.
- **Environment**: Keep paths clear; describe surroundings; be aware of chemical sensitivities.
- **Hidden disabilities**: Provide seating if needed; be patient with behavior or communication differences.

Pay & Breaks

Pay

- Allow **4–6 weeks** after Election Day for paychecks.
- **FICA Taxes**: In 2026, inspectors earning over $2,500 from BOE work are subject to FICA taxes, retroactively applied once threshold reached.
- Payroll contact: **BOEPayroll@monroecounty.gov or 585-753-1515**
- Payment comes from **Accupay Systems**, not from the city/town where you worked.
  - Must create an Accupay account (only once unless info changes).
    - Setup link: https://www.cognitoforms.com/accupayinc1/monroecountyelectionworkerspayrollsetup



Pay Rates

- **Training:** $25 per required training
- **Election Inspector:** $16/hr.
- **Spanish Interpreter:** $17/hr.
- **Site Chair:** $18/hr.

Meals & Breaks

- Always maintain bipartisan balance at poll site
- Lunch and dinner: ≤30 minutes each OR 1 hour combined
- 2 additional 15-min breaks recommended
- All workers must be present from 5 pm to close