

EXTRA HOURS EXPLAINED FOR RESOLUTION

1. Poll Worker Training. Preparation for morning classes start as early as 6:00 A.M., moving equipment and setting up the classroom. Late afternoon classes require breakdown and returning equipment to the office as late as 7:00 P.M. One Saturday training session is always offered to accommodate poll worker schedules. These extended hours are necessary to accommodate all poll workers.
2. Extra hours are worked in the days leading up to the Early Voting setup, making certain all equipment and supplies have been properly delivered to the Early Voting location.
3. Each day of Early Voting (13 days each election cycle (3) in 2024) requires arrival between 5:45 - 6:00 A.M. to open the precinct and prepare for the arrival of poll workers. This includes pre-open cleaning and spot-checking bathrooms for voters. Poll workers arrive at 6:15-30 A.M. After they sign in and set their personal items away, I assign them to set out flags/signs, curbside voting markers and bells, then ensure all supplies and equipment has been re-stocked and the site is ready to open on time (8:00 A.M.). At the close of Early Voting each day (5:00 P.M.), all ATV forms are audited on site against the registration computer reports and the tabulator paper tape, then also against reports generated from NCSBE SEIMS. After matching reports, the ATVs are carried to the CCBOE office and reported in another SEIMS system. If there is not a match, I am required to stay until the discrepancy is found, and all paperwork balances properly. This requires no less than 1-1/2 hours after the polls close, but potentially up to 3 extra hours each night.
4. The last day of Early Voting is a Saturday (all extra hours: 5:45 A.M. start), with a closing time of 3:00 P.M. Once the daily audit (mentioned above) is complete, the process of creating all precinct logbooks must begin. This cannot be done prior to the close of Early Voting because all voting records will not be recorded until the audit and close of Early Voting. The creating of precinct logbooks usually begins between 5:30 – 7:00 P.M. and has been completed as late as 1:30 A.M. (Sunday) morning. The timing of this is all dependent on the cooperation of our printer, the labels, and the availability of state technical support (local support has not been available) when issues have presented each time. This must be completed prior to Monday at 8:00 A.M. That is when the Public Works crew arrives to begin the loadout process, delivering precinct equipment and supplies to each precinct location. I prefer to complete this process on Saturday rather than coming in and completing the precinct label books on Sunday, allowing for a day of much needed rest.

5. Monday before election day requires extra hours with the PRE ELECTION DAY ABSENTEE MEETING, beginning at 5:00 P.M. This meeting length varies between 2-4 hours over the “end of day” time of 5:00 P.M.
6. Election Day begins for the director no later than 5:00 A.M. I must be in the office prior to our poll workers’ arrival time to take any last-minute calls from poll workers. The day is long, filled with regularly timed calls from the precincts updating us with voter numbers and ballot types throughout precinct hours. I must also take calls from precincts officials, answering questions that may arise, or make runs to restock supplies or repair equipment. This can happen anytime throughout the day. By 5:00 P.M. I am back into extra hours, but just now closing out Absentee ballots and the tabulator. The board and I are working on the final measures to ensure these numbers are accurate and ready to be uploaded to the state and the public as soon as possible. This has overlapped with the onslaught of calls coming in as polls are closing and precinct officials are trying to audit their results as well. Overlapping this, we have nearby precinct officials starting to arrive with their results and supplies, all of which must be initially checked to ensure we have everything necessary for uploading results. While this is happening, our four (4) remote locations are calling in the results from their equipment and paperwork. It is at this time when we can begin to upload results in the system. This is handled by the director or NCSBE official. Once all results are uploaded and the final reports have been generated in SEIMS, election night is over (11:30 P.M. – 1:00 A.M.).
7. Wednesday morning, normal start time resumes (8:00 A.M.) however, all paper ATVs generated on election day must be hand scanned into SEIMS. This process must be completed within the two days following the election to stay on track with the final tasks due prior to Canvas. This process has required late hours each day, generally closing out between 6:30 – 7:30 P.M.
8. Provisional Review Meeting. Depending on the number of Provisional ballots cast, this meeting can run long. Our Provisional Review Meeting for the 2024 General Election began at 10:00 A.M. but it did not end until 6:45 P.M. due to the high volume of Provisional ballots cast during this election cycle.
9. Thursday (prior to Canvas Friday) may require extra hours as all work must be reconciled and reports uploaded into SEIMS prior to running the final Canvas report Friday morning, no later than 9:00 A.M.
10. All “normal” election cycle work concludes. But with any protest or challenge as we had in 2024, extra hours may resume as necessary. For example, setting up for a hand recount was required at the Public Safety Building. The recount itself took the majority of the regular business hours, but the setup of voted ballots in the morning and the packing up and securing the voted ballots back in the CCBOE office required additional hours (7:45 A.M. start and 6:30 P.M. finish).

11. Scheduling note: scheduling of poll workers can require extra hours for each election cycle. People that do not work regularly do not check their emails for work-related messages or they may fail to update us with a new email; not everyone uses text messaging; sometimes it requires a good old-fashioned phone call to keep poll workers in the loop. And often this happens between 5:00 P.M. and 7:00 P.M. when people are home for dinner. Many poll workers have full-time jobs, but many do not work, and the latter are the ones that are most difficult to confirm.