



## Washoe County Employee Resource Sharing Program

### **Election Night - Off-Loading of Critical Supplies**

After the polls close on Election Night, each polling location is responsible for bringing various “critical supplies” back to the Registrar of Voter’s Office. These critical supplies are then delivered to the various check-in stations set up within the drop-off area of the Voter’s Office. Each check-in station is overseen by 1-2 volunteers who then collect, organize and track the critical supplies returned by each polling location.

- Must have supervisor approval
- Able to lift 5-25 lbs
- Able to stand and walk for long periods of time
- Collect, organize, and track specific critical supplies returned to the Voter’s Office from polling locations
- Training timeframe
  - Training for various duties and assignments will be handled onsite as needed
- Time Commitment
  - June 9<sup>th</sup> Primary, 7:00 pm - 11:00 pm
  - November 3<sup>rd</sup> General, 7:00 pm – 11:00 pm
- Compensation
  - Employees Department pays employee regular hours worked while working for Registrar of Voters. Employee must obtain prior supervisory approval. Approval for any overtime worked for Registrar of Voters in the form of earned compensation time, overtime or flex time is paid by the employees Department.

