

# General Information for Election Workers – Town of Kennan

## Poll Hours

- Polls are open 7:00 AM to 8:00 PM on Election Day.
- Morning Shift: 7:00 AM – 2:00 PM
- Afternoon Shift: 2:00 PM – approximately 8:30 PM (includes time for completing required reporting to the county).

## Pay Rate

- Election Workers are paid \$15 per hour-Scheduled for the morning or afternoon shift.
- Chief Inspectors are paid \$22 per hour-Works the full day, 6:30am-8:30pm

## Meals

- The Town provides meals for each shift.

## Payment

- Checks are typically mailed to Election Workers about one week after Election Day.

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## Training Requirements

- **Initial Training:**
  - 2 hours, paid at \$15/hr.
  - The County Clerk may offer a 2-hour in-person training at the courthouse in Phillips.
  - Online training modules are also available for a more flexible option—access can be requested.
- **Continued Training:**
  - 2 hours minimum per 2-year term.
  - Next term: January 1, 2026 – December 31, 2027.
- **Chief Inspectors:**
  - Required to complete 6 hours of training per 2-year term.

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## Next Steps

After reviewing this information, please let us know if you'd like to move forward.

Before training, you will need to complete:

- Oath of Office
- New Employee Paperwork: Federal W-4, State WT-4, and I-9 forms.

Once you complete the required 2-hour initial training, we can discuss which Election Day and shift you would like to work.