

Stark County Board of Elections

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Susan M. Verble
Director

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Deputy Director

Dear Future Precinct Election Official,

Thank you for your interest in serving as a Precinct Election Official (PEO) in Stark County. Working in an election can be a rewarding opportunity to learn more about the democratic process and serve your community.

Please note the qualifications to serve as a PEO:

- You must be a U.S. citizen, at least 18 years of age and registered to vote in Stark County.
- You must have reliable transportation.
- You must not have been convicted of a felony.
- You must have a working telephone number where we can reach you.
- You must not be a candidate who is on the ballot in the precinct where you are working, based on the Ethics Policy from the Secretary of State.
- You must agree to and sign the **Ethics Policy Acknowledgment Form**.
- You must complete and return a **Status Sheet** to be entered into our payroll database.
- You must attend and complete your required training session in its entirety.
- You must be able to work on Election Day from 5:30 a.m. to closing, without leaving your polling location.
- You must be physically able to lift up to 35 pounds.

This packet contains a Frequently Asked Questions (FAQ) sheet, Ethics Policy, **Ethics Policy Acknowledgment Form** and **Status Sheet**. Before you can serve as a PEO, you must complete and return both the **Ethics Policy Acknowledgment Form** and the **Status Sheet** at your earliest convenience.

Please feel free to contact us if you have any further questions.

Sincerely,

Dave Shearrow
Clerk, Poll Worker Coordination
(330) 451-7027
dfshearow@starkcountyohio.gov

VOTE

VOTE

VOTE

Precinct Election Official Frequently Asked Questions

How do I sign up to become a poll worker?

Visit www.starkcountyohio.gov/elections to begin the application process online. For further information, please contact Dave Shearrow (330) 451-7027.

What do Precinct Election Officials do?

Precinct Election Officials work together as a team under the direction of the Voting Location Leadership Team to set up the polling location before the polls open. While the polls are open, each PEO will have a specific job to help process voters. Breaks are permitted throughout the day. Once the polls close at 7:30 p.m., all PEOs will work together as a team to close the poll location. A bi-partisan team of the Voting Location Manager and a PEO "Riderback" will take the memory sticks, ballots, electronic pollbooks, and ballot boxes for the entire location to the Board of Elections.

Summary of Precinct Election Official Job Assignments:

- **Voting Location Manager (VLM) and Voting Location Supervisor (VLS)** make up the location leadership team. They are experienced Precinct Election Officials who are trained extensively for all situations on Election Day. The VLM and VLS serve as our Voter Assistance Table Manager (VAT Manager) and our Polling Location Floor Manager (Floor Manager). The VAT Manager assists voters requesting or requiring Optical Scan or Provisional Paper Ballots. The Floor Manager leads PEOs in the set-up of the location as well as the operations throughout Election Day. They receive extra training on how to operate and troubleshoot common issues on the ICX Voting Machines and ePollbooks. The Floor Manager is your direct contact for Election Day. The VLM and PEO Riderback are responsible for returning the Election Day equipment to the Board of Elections after the polls close.
- **Precinct Election Official (PEO)** performs many duties under the direction of the VLM and VLS. These may include assisting with setting up the polling location, checking voter identification, entering information and encoding cards on the electronic pollbook, closing the polls by running reports, and taking down machines. Some PEOs may be assigned the Riderback duty to return ballots and equipment when the polls close. All PEOs work as a team at the end of the day to close and move equipment.

Where would I work?

You will be assigned to a precinct as close to your home as possible. Most PEOs are reassigned to the positions they worked in previous elections.

Most PEOs work within 10-15 minutes of their home. We also need workers who are willing to travel within the county. Please let us know if you're flexible about where you're willing to work.

Can my friend/spouse work with me?

We have many couples and friends who work together. The sooner you ask, the easier it will be for us to place you together. We do our best to accommodate work location requests. However, not all requests can be met.

When would I

The next election will be held on **Tuesday, November 3, 2026**. You would work from 5:30 a.m. until around 8:30 p.m., depending on how quickly your team is able to close the poll location and whether you are assigned the Riderback duty. You may also be asked to help set up the polling location on the day prior to the election.

When and where is training?

Training starts about 4-6 weeks before the election. You will be paid to attend training. Classes are available at various times to accommodate your schedule. When you are contacted about an assignment, you will receive information about your training class. If this class time does not work for you, please call (330) 451-8683 to reschedule. For this election, training classes are held at the Board of Elections.

How will you contact me about working?

We will call or email you about your assignment, so please be sure to answer and/or check your voicemail and email regularly. Newly hired PEOs will receive documents by mail that must be signed and returned to the Stark County Board of Elections by mail, in person, or at the assigned training class.

How can I vote if I don't work at my precinct?

You can request that an absentee ballot application be mailed to you by calling our office at 330-451-8683. Once you submit this completed application, we will mail you a paper Absentee Ballot. If you prefer to vote in person, you may come to the Board of Elections for Early Voting. Visit our website to view the Early Voting Schedule.

Am I old enough to be a poll worker?

In Ohio, students who are 17 years old can serve as poll workers – even if they are not old enough to vote. High school students who serve as poll workers receive 2 hours of paid training. Please contact us if you are interested.

How do I get continuing education credit?

Certain professions (lawyers, CPAs, social workers, etc.) are eligible to receive required continuing education or continuing learning credits for completing training and working a day at the polls. You must provide your association number (attorney number for example) to the Board of Elections when you attend training. In accordance with Secretary of State guidelines, the Board of Elections will then send confirmation for attorneys and provide letters of service for other professions, if requested, so that they may self-report.

How and when do I get paid?

Election Day checks are mailed approximately 6 to 8 weeks after Election Day. Allow an additional 7 to 10 days for delivery. Checks are not available for pick-up at the Board of Elections office.

DO NOT CALL THE STARK COUNTY AUDITOR FOR PAYROLL INFORMATION.

PEO pay rates:

PEO Base Pay:	\$133.00 for Election Day Duties
Riderback Base Pay:	\$143.00 for Election Day Duties and Drop-off
Other possible pay:	\$10.00 for Monday Set-up
Training:	\$12.00 for completing each full hour of required class (only if Election Day job was completed)

Leadership Team pay rates:

VAT Manager Base Pay:	\$270.00 for Election Day Duties and Set-up
Floor Manager Base Pay:	\$270.00 for Election Day Duties and Set-up
VLM Supply Pick-up/Return	\$20.00 Pick-up and Drop-off

Ohio Secretary of State Ethics Policy

Compliance with Ohio Ethics Laws

Ohio ethics laws are enumerated in Ohio Revised Code Chapters 102 and 2921 as well as in the Ohio Ethics Commission's advisory opinions and in case law. All members and employees of the Ohio boards of elections shall familiarize themselves with Ohio ethics laws and comply with Ohio ethics laws at all times.

A. Overview of the Ohio ethics laws:

Public officials in Ohio are subject to the Ohio ethics law. The intent of the ethics law is to prevent public officials from using their public positions to make or influence decisions that directly affect their personal interests. The Ohio Ethics Commission is tasked with investigating alleged violations of the Ohio ethics law. For additional information concerning the Ohio ethics law, visit the Ohio Ethics Commission's website: www.ethics.ohio.gov.

B. Ohio ethics law provisions applicable to members and employees of the board of elections.

1. Under Ohio ethics laws, a member or employee of the board of elections may not take any part in the decision to hire his or her family member¹ as a board employee. Board of elections members may hire/appoint precinct election officials who are family members of an individual board member, the director, or the deputy director, as long as the individual board member, director, deputy director, or board employee does not participate in the decision to hire his/her own family member or in any decision specifically concerning the terms and conditions of his/her own family member's employment/appointment.
2. All members and employees of the boards of elections shall comply with the provisions of Ohio law that limit their political activity:
 - a) Under R.C. 3501.15, no member, director, deputy director, or employee of a board of elections shall be a candidate for elective office while employed by the board of elections, except for candidates for election as delegate or alternate to a political party convention, presidential elector, member of a political party committee, or board of directors of a county agricultural society.
 - b) R.C. 3517.092(D)(1) prohibits all public employees from soliciting contributions from anyone while the public employee is performing his or her duties or is in the areas of a public building where official business is transacted or conducted.
 - c) R.C. 3517.092(D)(2) prohibits anyone from soliciting contributions from any public employee while the public employee is performing his or her duties or is in the areas of a public building where official business is transacted or conducted.
3. Members and employees² of the boards of elections shall not engage in the following political activities:
 - a) Serving as caucus coordinator for any presidential candidate at a congressional district caucus to select delegates and alternates to a political party convention.
 - b) Circulating a petition for any candidate (other than their own petition for an elected or political party office), issue, initiative, referendum, or constitutional amendment, when that employee's regular or intermittent duties involve the processing of the

petitions in question, including but not limited to the determination of the sufficiency and validity of the petition in question.

- c) Wearing or distributing shirts, buttons, stickers, or other campaign paraphernalia for or against any candidate or issue at the office of the Secretary of State, at the office of the board of elections, or at any polling place.
 - d) Engaging in any political activity while on state time or board of elections time.
 - e) Any board of elections member or employee seeking elected office, other than the offices listed in R.C. 3501.15, shall resign his or her position with the board of elections upon the certification of his or her candidacy by a board of elections or the Secretary of State.
 - f) Board of elections members and employees shall not serve as campaign treasurer, paid campaign staff, paid consultant, or any other paid campaign capacity for any candidate, issue, initiative, or referendum in the county or within the jurisdiction of the board of elections while serving as a board member or employee of the board of elections.
 - g) Members and employees of the boards of elections, may be members of political parties, hold political party offices, serve as a member of political party committees and caucuses, serve as delegate or alternate to a political party convention, serve as a presidential elector, contribute to candidate and issue campaign committees, sign candidate and issue petitions (as an elector), and engage in other political activities when not performing their official duties, not in public buildings or polling places, and not on state or board of elections time, as long as the political activities do not violate this ethics policy, Ohio law, or federal law.
 - h) No service or benefit may be provided by a member or employee of a board of elections while performing his or her official duties to any political party, candidate, or issue group unless the same service or benefit is available on the same terms to all political parties, candidates, and issue groups.
 - i) Employees of the board of elections (other than the director and deputy director) may circulate petitions for candidates, issues, initiatives, and referenda only if they do not participate in any way in reviewing or determining the sufficiency or validity of those petitions filed with or reviewed by the board of elections.
4. Members and employees of the boards of elections should avoid actions and associations that create an appearance of impropriety, that undermine public confidence in Ohio elections officials, or that interfere with the performance of duties by Ohio elections officials.
- a) Members and employees of the boards of elections shall not participate in the consideration of any matter involving family members,³ business associates,⁴ or other individuals or entities with whom they have a close association. For example, a member of a board of elections shall not participate in the consideration of any matter related to the certification of the candidacy of his or her family member or business associate.
 - b) Members or employees of the board of elections shall not participate in the consideration of any matter in which they have a personal or economic interest. For example, no employee of a board of elections may review the petition of a committee seeking a referendum repealing a zoning ordinance affecting his or her real property or that of a family member or business associate.

- c) Members and employees of the boards of elections are hereby advised not to write letters to the editor of a newspaper or post comments on an internet blog in favor of or against any candidate or issue, identifying his or her position as an Ohio election official.
- d) Members of the board of elections who sign candidate and issue petitions as an elector should not participate in any way in reviewing or determining the sufficiency or validity of those petitions filed with or reviewed by the board of elections.

5. Training, Reporting, and Enforcement

- a) All current and future members and current and future employees of the boards of elections (including precinct election officials, rovers, scouts, and other similar, temporary election employees appointed by the boards of elections) shall sign a statement indicating their knowledge of and familiarity with Ohio ethics laws and the Secretary of State's ethics policy. For board of elections members and employees, a copy of the completed form shall be forwarded to the Secretary of State's Elections Division. For precinct election officials (including rovers, scouts, and other similar, temporary election employees) the completed form shall be kept at the board of elections.
- b) All members and employees of the boards of elections shall participate in any training offered by the Secretary of State regarding ethics that is developed by the legal services, elections, and human resources divisions of the Secretary of State's office in coordination with other state ethics agencies.
- c) Questions about this ethics policy may be addressed to the board's legal counsel, the county prosecuting attorney, the elections attorney assigned to your county, or the Ohio Ethics Commission: www.ethics.ohio.gov or 614-466-7090.
- d) Violations of this policy may be reported to the director of elections in the Secretary of State's office, your regional liaison, or the elections attorney assigned to your county. Reports also may be made anonymously by mailing a written statement in a sealed envelope to the Secretary of State's office to the attention of the director of elections.
- e) Violations of this ethics policy may result in disciplinary action in accordance with the Secretary of State's statutory authority under Title 35 of the Ohio Revised Code, including removal of a board member or board employee.

C. Ohio ethics law provisions applicable to precinct election officials (including rovers, scouts, or other similar, temporary election workers).

- 1. R.C. 3501.15 prohibits precinct election officials from serving in any precinct where the precinct election official is a candidate on the ballot, except for unopposed candidates for a political party county central committee.
- 2. Precinct election officials may not serve in any precinct in which a family member or business associate is a candidate for elected office, unless the candidate is unopposed, including no declared write-in candidates for the office.
- 3. Precinct election officials shall not wear or distribute shirts, buttons, stickers, or other campaign paraphernalia for or against any candidate or issue at the office of the Secretary of State, at the office of the board of elections, or at any polling place.
- 4. Precinct election officials shall not engage in any political activity while on board of elections time.

5. Precinct election officials should avoid actions and associations that create an appearance of impropriety, that undermine public confidence in Ohio elections officials, or that interfere with the performance of duties by Ohio elections officials.
6. Violations of this policy may be reported to the director or deputy director of the board of elections. Reports also may be made anonymously by mailing a written statement in a sealed envelope to the board of elections to the attention of the director or deputy director.
7. Violations of this ethics policy may result in dismissal from service and no opportunities for further service as a precinct election official.

Violations of Ohio ethics laws may be reported to the Ohio Ethics Commission: www.ethics.ohio.gov or 614-466-7090.

Violations of Ohio ethics laws may be a criminal offense and may result in criminal sanctions.

¹ For the purpose of this ethics policy, “family member” includes spouse, domestic partner, mother, father, stepmother, stepfather, mother-in-law, father-in-law, brother, sister, stepbrother, stepsister, half-brother, half sister, brother-in-law, sister-in-law, grandmother, grandfather, aunt, uncle, child, stepchild, son-in-law, daughter-in-law, or other family member living in the same household.

²For the purposes of section B(3) of this policy, “employees of the boards of elections” do not include precinct election officials, rovers, scouts, or other similar, temporary election workers. For specific restrictions on precinct election officials and other similar, temporary board of election employees, see section C below.

³ See footnote 1, above for the definition of “family member.”

⁴ For the purpose of this ethics policy, “business associate” means any person with whom the election official is pursuing an ongoing business enterprise. See Ohio Ethics Commission Advisory Opinion No. 2003-02. Examples include, but are not limited to, the election official’s employer, employee, and business partner.

ETHICS POLICY ACKNOWLEDGMENT FORM

To be completed by Precinct Election Officials (including Voting Location Managers and Voting Location Supervisors), Election Day Technicians and Seasonal Workers at the beginning of their appointment. The completed form is to be kept by the Board of Elections.

I, _____, hereby acknowledge that I have received [or will
Print your name
receive] training from the Board of Elections regarding the Secretary of State's Ethics Policy and Ohio ethics laws, that I will comply with the same, and that failure to comply with the Ethics Policy or Ohio ethics laws may serve as good and sufficient reason for my removal from my appointed position.

Sign your name

Date Signed

Stark County Board of Elections Status Sheet

Please check the correct job assignment below:

☐ New (PEO/VLM/VLS) ☐ Existing: (PEO/VLM/VLS) ☐ High School Student ☐ EDT ☐ EDW

The following information below has changed:

☐ Address ☐ Name ☐ Phone Number ☐ Email Address

(Please Print Legibly)

Last Name	First Name	Middle Name or Initial	Jr., II, etc.
House Number and Street	Apt. or Lot #	City	Zip Code
Mail to Address (if different than above)			

Birth Date	Social Security #	Home Phone
Email Address	Cell Phone	
Change of Name Only Former Legal Name		
Emergency Contact Name:	Relationship:	
Emergency Contact Phone Number:	Preferred Hospital:	

1. Are you a registered voter? Yes ____ No ____

2. Have you ever been convicted of a felony? Yes ____ No ____

Oath of Judge or Clerk of Election (Rev. Code, Sec. 3501.31) State of Ohio – County of Stark

I do solemnly swear under the penalty of perjury that I will support the constitution of the United States of America and the constitution of the state of Ohio and its laws; that I have not been convicted of a felony or any violation of the election laws; that I will discharge to the best of my ability the duties of judge of election for county of Stark, as required by law and the rules and instructions of the board of election of said county; and that I will endeavor to prevent fraud in such election, and will report immediately to said board any violations of the election laws which come to my attention, and will not disclose any information as to how any elector voted which is gained by me in the discharge of my official duties.

Signature _____ Date _____

Employer Signature Susan V. White

