

March 9, 2018

Hello!

You are receiving this correspondence because you have expressed an interest in serving as an Election Judge for the City of Spring Lake Park 2018 Primary and General Elections. The Primary Election will be held on August 14, 2018 and the General Election will be held on November 6, 2018. Your hours of service will be from 6:00 a.m. to approximately 9:00 p.m. The hourly rate of pay for Head Judges will be \$11.00 per hour, \$11.00 per hour for Assistant Head Judges, and \$10.25 per hour for Precinct Judges. Election judges are responsible for the administration of election procedures in each voting precinct on Election Day.

To qualify as an election judge, you must be a resident of Minnesota and at least 18 years of age and eligible to vote. High school students are qualified to work as election judge trainees if they are 16 years of age or older and have permission from their parents and from their school. You must be able to read, write and speak English. You cannot be a candidate in an election or closely related to a candidate. Two election judges may not be closely related and serve in the same voting precinct. You must declare affiliation with a major political party. Election judges are required to attend a three-hour class (required every two years) and are paid for the training.

An individual who is selected to serve as an election judge may, after giving an employer at least 20 days' written notice, be absent from their place of work for the purpose of serving as an election judge without penalty (MS 204B.195). This means an employer must pay the employee their normal wage when serving as an election judge. The employer may reduce the salary or wages of an employee serving as an election judge by the amount paid to the election judge by the City during the time the employee was absent from work.

If you are interested in serving, please complete and return the enclosed application no later than May 31, 2018. If you are selected to serve you'll receive your precinct assignment and information about training. If your preference is to use email rather than the postal service, you can sign, scan and email the application to us at jgooden@slpmn.org or wbrown@slpmn.org.

We look forward to working with you during the 2018 election season. Thank you for your time and willingness to serve. If you have any questions, please feel free to contact us at 763-784-6491.

Sincerely,

Daniel Buchholtz
City Administrator/Clerk/Treasurer