

Harnett County Board of Elections
Election Worker Split Shift Policy
November 3, 2026 General Election

Guidelines:

- Only Assistants can opt. into split-shift opportunities
- If an Election Worker is a no call no show and cannot provide proof of extenuating circumstances, they will be terminated and not be invited back to serve
- Hours cannot be flexed outside of the shift options provided by BOE
- Election Workers wishing to participate in split-shifts must sign acknowledgement form to include:
 - Disclaimer that the BOE cannot guarantee available shifts, times, or location placement as site coverage, party balance, rules against spouses/family serving together and other statutory requirements must be maintained
 - Split shifts will be granted on a first come first serve basis
- Limit split shifts to up to five morning shifts and up to five afternoon shifts- remaining positions at each site will be for the full day to support operational continuity
- Morning shift Election Workers must notify Chief Judge of their departure and sign in/out
- Afternoon shift Election Workers must notify Chief Judge of their arrival and sign in/out

Shift Opportunities (based on March 3, 2026 Primary Early Voting schedule):

Weekdays:

Shift 1 – 7:00 a.m. – 2:00 p.m.

Shift 2 – 1:00 p.m. – 8:00 p.m.

Saturdays:

Shift 1 – 7:00 a.m. – 1:00 p.m.

Shift 2 – 1:00 p.m. – 6:00 p.m.

Last Saturday of Early Voting:

Full Shift Only

Election Day:

Shift 1 – 5:30 a.m. – 1:30 p.m.

Shift 2 – 12:30 p.m. – 8:30 p.m.

Election Worker Split Shift Pay Scale

**Based on full-day lump sum for Assistants.*

Weekdays:

\$65.00

Saturdays:

\$57.50

Last Saturday of Early Voting:

N/A

Election Day:

\$80.00

DRAFT

Election Worker Split Shift Acknowledgement Form

For County Board of Elections (BOE) Election Workers wishing to participate in split-shift opportunities.

The undersigned has read this agreement and I agree to comply fully with the following terms and conditions, based upon the consideration of my continued and future employment with or at the County Board of Elections.

1. I understand that if I miss a shift as a no call no show and cannot provide proof of extenuating circumstances, I will be terminated and prohibited from serving as an Election Worker in any future elections.
2. The Board of Elections cannot guarantee shift availability, including times, or location placement. Site coverage, party balance, rules against spouses/family serving together and other statutory requirements must be maintained.
3. Split-shifts are granted on a first come first serve basis.
4. Hours cannot be flexed outside of the shift options provided by BOE.
5. I am only serving as an Assistant during split-shifts.
6. I understand that the one-hour overlap of shifts is to ensure the seamless transfer of duties between first and second shift Election Workers in order to uphold operational continuity.
7. I must notify the Chief Judge AND sign in/out when leaving a morning shift or arriving for an afternoon shift; otherwise, I will forfeit my pay for the shift.
8. I understand that all opening and closing procedures remain consistent regardless of the introduction of split shifts.

AGREED, this _____ day of _____, 20__.

Signature

Name Printed