



OFFICE OF THE FAIRFAX COUNTY ELECTORAL BOARD

12000 Government Center Pkwy. Suite 323, Fairfax, VA 22035-0081

Telephone: 703-324-4735 - Fax: 703-324-4706 – 711 (Virginia Relay)

E-mail: elect@fairfaxcounty.gov

Reasonable accommodations will be made upon request.

Election Officer Split Shift Requirements

On Election Day, the polls are open from 6:00 a.m. until 7:00 p.m. Full shift hours are from 5:00 a.m. until the polls close *and* all work has been completed *and* the election results have been called-in to Election Central.

The Fairfax County Electoral Board will permit election officers to work split shifts only if the following requirements are met:

- **Election officers wishing to work in shifts must find their own partners. The Electoral Board staff is unable to match partners. Partners do not need to be from the same precinct, but must work in the same precinct.**
- **Shift partners must agree to represent the same political party.**
- **The partner working the early shift must be prepared to work the entire day if the late shift partner fails to show.**
- **The partner working the late shift must be ready and able to go to the precinct at a moment's notice if the early shift partner fails to show at 5:00 a.m. This partner must also be prepared to work the entire shift.**
- **Both shift partners are required to attend election training. You do not need to attend the same class, but you may find it useful to do so.**

Early shift hours are 5:00 a.m. to 1:15 p.m., and late shift hours are 12:15 p.m. until closing and dismissal, which may vary as noted above. The overlap is necessary to allow a smooth transition between shifts. Each shift partner will receive Election Day pay of \$50.

Each partner must complete a separate split shift application form and return it to us by fax at 703-324-4706, e-mail at elect@fairfaxcounty.gov, by mail or in-person at the above listed address and to the attention of: Election Officer Coordinator. **There are deadlines for submitting applications prior to every election.**

Applications must list both partners' names, and if possible, return both applications together. **Do not return an application unless you have a confirmed partner! Remember, applications must be received prior the established deadline date.**

If you find a potential partner who has not been appointed as an Election Officer, please have the potential partner contact 703-324-4735 for application information. **Chief and Assistant Chief Election Officers are not eligible to work in split shifts.**