

# Group Election Worker Program

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Support Alberta's referendum as a group. Eligible nonprofit, community, youth, sports and similar organizations may apply to provide groups of workers for selected referendum support roles, including counting and Voting Place support. Elections Alberta approves each worker and retains authority over training, assignments, referendum procedures and operational direction.

## Who can apply

Organizations that can coordinate a group of individuals for referendum work may apply. Eligible organizations may include:

- nonprofit and charitable organizations;
- community organizations;
- youth organizations;
- sports and team organizations;
- school or community groups; and
- other organizations approved by Elections Alberta.

Organizations must be able to provide a Group Coordinator, communicate with their workers, meet program requirements and support Elections Alberta scheduling and operational needs.

## How the program works

### 1. Apply as an organization

Complete the online Group Election Worker application. Tell us about your organization, your primary contact, the number of workers you can provide, the areas where your group can work, and your expected availability.

### 2. Elections Alberta reviews your application

Elections Alberta will review your application based on referendum staffing needs, geographic requirements and the organization's ability to provide suitable workers. If your organization is selected to proceed, you will designate a Group Coordinator and complete the applicable organizational onboarding and Participation Agreement requirements.

Applicants should be aware that the organization and workers must remain non-partisan while performing referendum duties and must comply with Elections Alberta requirements concerning political activity and conflicts of interest.

### 3. Submit your proposed workers

Your Group Coordinator will provide a roster of proposed workers. Each proposed worker must have an individual worker record and complete the information and declarations required by Elections

Alberta. Elections Alberta will assess each proposed worker against the requirements for the available roles. Approval of an organization does not constitute approval of every person on its proposed worker roster.

#### **4. Workers complete screening and training**

Approved workers must complete all required screening, declarations and training before receiving an assignment.

#### **5. Elections Alberta confirms assignments**

Elections Alberta will confirm approved workers, positions, work locations and reporting times. Only workers on the final Elections Alberta-approved roster may report for referendum duties.

Organizations must advise Elections Alberta of proposed roster changes as soon as possible. Any replacement or substitute must be approved by Elections Alberta before working.

#### **6. Work is completed, reconciled and paid**

Workers perform assigned referendum duties in accordance with Elections Alberta instructions and procedures. Attendance, hours and other required information are recorded and reconciled after the referendum. Elections Alberta pays the participating organization in accordance with the Participation Agreement and verified records. The organization is responsible for its arrangements with the individuals it provides, including any compensation or volunteer arrangements, as applicable and in accordance with applicable law.

### **Worker requirements**

Each worker must meet the requirements that apply to the position they are assigned. Requirements may include:

- meeting the applicable minimum age requirement;
- providing accurate personal and contact information;
- meeting applicable eligibility-to-work requirements;
- successfully completing required criminal record screening;
- completing required non-partisanship, conflict-of-interest and other declarations;
- providing parent or guardian consent where required for a minor worker;
- completing all required training; and
- following Elections Alberta procedures, security requirements and workplace expectations.

## **Before you apply**

- Submitting an application does not guarantee acceptance into the program or a referendum assignment.
- Elections Alberta determines the number of workers required, the positions to be filled, work locations and reporting times.
- Every worker is assessed and approved individually.
- An organization cannot send an unapproved replacement worker to a work location.
- Assignments may change based on operational requirements.
- Participating organizations and workers must comply with Elections Alberta instructions, confidentiality requirements and non-partisanship requirements.
- Elections Alberta pays the participating organization, rather than individual workers, in accordance with the Participation Agreement and verified attendance and assignment records. The organization is responsible for its arrangements with the individuals it provides, including compensation or volunteer arrangements, as applicable.

**Ready to participate? Complete the online Group Election Worker application.**