



**Civics  
@Work**

# Civic Time Off Toolkit

**An initiative to encourage employees  
to serve as nonpartisan poll workers.**

# What is Civic Time Off?

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Civic Time Off (CTO) is an initiative to encourage employees to serve as nonpartisan poll workers, filling a crucial shortage and giving employees first-hand insight into how our elections work.

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# Civic Time Off Is A *Nonpartisan Initiative.*

Civic Time Off is specifically designed to support and increase participation in non-partisan election worker activities.

By implementing CTO, employers help employees gain crucial first-hand knowledge about how our elections work. They also help backfill a nationwide shortage of poll workers, improving our country's civic health. CTO does not facilitate and is not intended to facilitate any partisan, political, or advocacy-based activities.





# How to Get Involved

The two simplest ways for employers to implement CTO are to...

1

**Notify employees that they are allowed and encouraged** to take paid time off to serve as poll workers.

2

**Give employees an extra day of paid time off** specifically for them to use to serve as a poll worker.

## How can your organization implement CTO?

The initiative is designed to be as flexible for employers as possible—every employer is different. We encourage you to implement it in whichever way works best for your organization. All that's necessary for employers to adopt CTO is to encourage employees to sign up via the Election Assistance Commission's [poll worker recruitment tool](#).

# Civic Time Off

Three key steps to creating a thriving CTO program at your organization.



## Opt-In

Make a company-wide decision to implement CTO. Plan a rollout to stakeholder groups, with special attention paid to engaging employees.



## Launch

Make a company-wide announcement about CTO.



## Amplify

Spotlight and celebrate employees who serve as nonpartisan poll workers, continuing to encourage employees to take advantage of this opportunity.



## Opt-In

**Make a company-wide decision to implement Civic Time Off.  
Plan a rollout to stakeholder groups, with special attention paid to engaging employees.**

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Use the email templates below to generate buy-in among senior leadership and inform staff of the opportunity to be a poll worker.

**EMAIL TEMPLATES**

### Key Steps

**Develop a communications plan for a company-wide announcement. Important steps include:**

- Share this [informative one-pager](#) with senior leaders to help build consensus that implementing CTO is a smart decision.
- Decide how your organization will implement CTO, and how your CTO policy will work for employees.

Have questions? Need some help? Reach out to the US Chamber of Commerce Foundation at [CivicTrust@USChamber.com](mailto:CivicTrust@USChamber.com) for additional information, assets, and ideas to help your organization opt-in to CTO.



# Launch

## Formally launch and promote CTO

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Share the U.S. Chamber Foundation's poll worker recruitment tool via all-staff email template below by August 1, National Poll Worker Recruitment Day:

[EMAIL TEMPLATES](#)

[POLL WORKER  
RECRUITMENT TOOL](#)

## Key Steps

- Finalize employee policies, if necessary, for requesting and tracking CTO.
- Make a company-wide announcement about CTO, advertising the program to employees, use office print-outs to explain why employees should serve as poll workers.

## On Launch Day

- Create a poll worker recruitment campaign
- Share the Chamber Foundation's poll worker recruitment tool with employees via a company-wide email.
- Share [social media posts](#)



# Amplify

Continue to promote CTO on an ongoing basis beyond Launch Day, encouraging employees to take advantage of the program and celebrating them when they do.

[SHARE SOCIAL MEDIA TEMPLATES](#)

Need some help?

[Find here a few ideas to get you started.](#)

## Key Steps

- Spotlight employees when they take CTO to serve as poll workers.
- After employees serve as poll workers, collect and share their testimonials throughout your organization.
- Share “Day in the Life” of a poll worker information to encourage employees to take Civic Time Off.



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By encouraging employees to consider using paid time off to serve as nonpartisan poll workers, employers play a critical role in filling the need for election workers across America—while giving employees the opportunity to gain knowledge on how elections are administered.

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# Appendix

Find links below to helpful resources:

- Email templates employers can use to communicate about Civic Time Off ([link](#))
- Election Assistance Commission's poll worker recruitment tool ([link](#))
- Template social media posts ([link](#))
- Steps for how to support poll workers ([link](#))