

March 18-24		Bonnie Flex Fridays & a.m.	Camille	Diana	Eric	Heather Flex/Remote at 2	Jen 8 - 6:30 T/W/R 8 - 6:15 F	Jim Remote Tuesdays, some Mondays	Nikki Flex/Remote Tues/Thurs	Taylor 7-5 M-F	Thomas	Maribeth 10-8 M-F
Monday Pranee in Hunt Group	8-11	Flex IPAV Scheduling, IPAV E-mails	Modus Scheduling	Print Absentee Labels, Absentee Mailing in Gallery, WisVote Tower	Front & Center	Incoming 8-11, Pending Absentee Requests, WisVote Reg List Alerts	Off/Flex	Flex/Remote (If available, 10-11:30 De-Escalation Training at MPD), Polling Place Change Postcards, Get Type D and Referenda Legal Notices Printed in 18 pt Font, Incoming 2-4:30	Madison Votes, Payroll, 1:30-3 Cap Lakes, Modus	9-11 IPAV Hourly Training, IPAV Prep	Open Hamer, Daily Payroll, Hourly Training Support	10-11:30 De-Escalation Training at MPD, 12-1 Mondays with mlw, Finish Updating EO Guide, 6-7:30 De-Escalation Training at MPD, Democracy Project Prep
	11-12		Phones	Counter	Lunch					Lunch	Mail Pick Up	
	12-1		Lunch	Lunch	Counter					Phones	Lunch	
	1-2		Elections	Elections	Elections					Elections	Elections	
	2-4:30		Front & Center	Postings, Contracts, 3-4 Mentee Orientation	Set Up Absentee Sorting in CCB, GeoCode Exceptions in WisVote, Lock Up Hamer	Flex/Remote Shared E-mail				3-5 IPAV Hourly Training, IPAV Prep	Munis, Supply Orders, Hourly Training Support	
Tuesday Lea in Hunt Group	8-11	Flex IPAV Scheduling, IPAV E-mails	Modus Scheduling	Flex/Remote Modus Scheduling	Front & Center	Flex for Council Shared E-mail, Picnic Beer Check, Online Operator Applications Council Meeting	Incoming, WisVote Tower	Remote Modus Scheduling, Request MPD Presence for 4/2 Election Night Returns, Pending Absentee Requests, Incoming 2-4:30	Flex/Remote 9:30 Redistricting Webinar (if available), Payroll, Madison Votes, Modus	7 a.m. – Print Absentee Labels, Absentee Mailing in Gallery, IPAV Support	Open Hamer, Daily Payroll	9 – MMT, Press Release, New Handouts for Those Unable to Register at the Polls
	11-12		Phones		Lunch					Lunch	Counter	Democracy Project
	12-1		Lunch		Mail Pick Up					Phones	Lunch	
	1-2		Elections		Elections					Elections	Elections	
	2-4:30		Front & Center		Set Up Absentee Sorting in CCB, Lock Up Hamer					IPAV Support	Run Ineligible Lists (2 copies each)	2 – Katie, 3 – Customer Service Meeting IPAV Couriers After Hours
Wednesday Lea in Hunt Group	8-11	Flex IPAV Scheduling, IPAV E-mails, 11:30-12:30 MAC	La Sup EO Recruitment	La Sup EO Recruitment	Front & Center	Flex/Remote Council Proceedings, Phones 11-12, Generate Poll Books	Flex/Off Modus Scheduling, Shared E-mail	Open Hamer, 9-12 Wisconsin Disability Vote Coalition Mock Election	Flex/Remote Madison Votes, Payroll, Modus ALRC Registrations	7 a.m. – Print Absentee Labels, Absentee Mailing in Gallery, IPAV Support	Incoming, WisVote Tower	Print Certified Housing Lists, Absentee Chain of Custody Forms
	11-12			Mentorship	Lunch					Lunch	Counter	
	12-1			Lunch	Counter					Phones	Lunch	
	1-2		Lunch	Modus Zoom	Modus Zoom					Modus Zoom	Modus Zoom	
	2-4:30		Incoming, Pending Absentee Requests	Front & Center	Mail Pick Up, Postings, Contracts, Lock Up Hamer			ALRC Legistar Files, Legal Notice, Interpreters, Postcards, Routing, Accela Updates ALRC Meeting		Set Up Absentee Sorting in CCB, IPAV Support	Run Reverse Directories	2-3 Brennan Center, Supply Totes IPAV Couriers After Hours

Thursday Lea in Hunt Group	8-11	Flex 10-11:30 Equity Team Co-Leads if available, IPAV Scheduling, IPAV E-mails, 2 – PIO if available	Front & Center	WisVote Tower, Pending Absentee Requests	Incoming	Poll Books to Printing, ALRC Operator Subcommittee Agenda, if Needed	Modus Scheduling, 10-11:30 Equity Team Co-Leads, Phones 12-1, Incoming 2-4:30 Shared E-mail	Open Hamer, Vel Phillips Student Outreach Prep, Mid-Morning Break	Flex/Remote Madison Votes, Payroll, Modus	7 a.m. – Print Absentee Labels, Absentee Mailing in Gallery, IPAV Support	Daily Payroll	Finalize EO Guide and Send to Printing
	11-12		Mail Pick Up	Phones	Lunch	Lunch		12-1 Vel Phillips Memorial High		Counter		
	12-1		Lunch	Lunch	Counter							
	1-2		Elections	Elections	Elections							
	2-4:30		Postings, Contracts	Freedom Inc 3-7	Front & Center 5-6 Hamer IPAV Equipment Retrieval	Flex/Remote Shared E-mail	Public Test Prep, Lock Up Hamer	IPAV Support		Payroll, Munis	Set Up Absentee Sorting in CCB, Supply Totes Support Center Training – TBD IPAV Couriers After Hours	
Friday Lea in Hunt Group	8-11	Flex IPAV Scheduling, IPAV E-mails	Incoming	WisVote Tower, Pending Absentee Requests	Front & Center	Modus Scheduling	Modus Scheduling, Incoming 2-4:30, Shared E-mail, Records Requests	Hamer	Flex/Remote Madison Votes, Payroll, Modus	7 a.m. – Print Absentee Labels, Absentee Mailing in Gallery, IPAV Support	Daily Payroll	Press Release, Next Week’s Schedule
	11-12		Mail Pick Up	Phones	Lunch			Lunch		Phones	Counter	
	12-1		Lunch	Lunch	Counter			Elections		Elections	Elections	
	1-2		Elections	Elections	Elections							
	2-4:30		Front & Center	Freedom Inc 3-7	Postings, Contracts, Pre-Election Campaign Finance Reminder	Flex/Remote Shared E-mail		8-9 Hamer IPAV Equipment Retrieval		IPAV Support	Payroll, Munis	Absentee Packs Sealed for Public Test, Supply Totes IPAV Couriers After Hours
Saturday					Public Test	Public Test	Public Test	Public Test	Public Test	Public Test		IPAV Support & Couriers 10-6
Sunday												IPAV Support & Couriers 9-5
		Bonnie	Camille	Diana	Eric	Heather	Jen	Jim	Nikki	Taylor	Thomas	Maribeth
Front & Center: Counter, Scans, Rush Contracts ★ Incoming: Hunt Group, Shared E-mail ★ Postings: Meetings, Online Operators, Accela Postings ★ Contracts: Electronic Routing, Contracts Basket, Print Completed Contracts												