

Petitioner Policies and Procedures for the Campaign to Decriminalize Nature DC

Please Read, Sign, & Date Twice
(One copy for you, one copy for the Campaign)

Non-Discrimination Policy

The Campaign Committee known as the “Campaign to Decriminalize Nature DC” (henceforth referred to as the “Campaign”) is an equal-opportunity employer. The Campaign is committed to the belief that each individual is entitled to equal employment opportunities without regard to race, color, religion, creed, national origin, sex, sexual orientation, gender identity, physical attribute, age, marital status or disability.

Freedom From Harassment Policy

The Campaign supports building unity between all people. We believe in treating one another with respect. We believe that how we treat one another should model the type of society we are trying to build. The Campaign prohibits harassment of petition circulators by other circulators, supervisors, or third parties for reasons that include but are not limited to race, color, religion, national origin, sex, age, sexual orientation, disability, or any other status protected by applicable law. Homophobic, sexist or racist attitudes, behaviors, comments, or jokes are unacceptable at all times. If a petition circulator behaves in a way that violates these policies and principles, it can be grounds for termination and withholding of payment.

Participation Policy

The Campaign petition circulators should engage in active and respectful participation in trainings and team meetings. Participation in these meetings is required, and failure or refusal to do so is grounds for a warning. Continued inability or refusal to positively engage in the Campaign meetings and trainings is grounds for termination.

The Campaign is operating a clean, public petition campaign. Petition circulators are expected to honestly and publicly collect signatures from registered voters of the District of Columbia on the issue specifically stated on the petition. Any petition circulator found collecting fraudulent signatures or found collecting signatures under false pretense will be terminated. If termination results from fraudulent means, all previous signatures collected by said petition circulator are subject to investigation and payroll may be withheld until completion of the investigation.

By accepting the contract position as a petition circulator, you agree to keep all Campaign materials and strategy strictly confidential. You agree not to use, disseminate, copy, or store any materials associated with this Campaign, in any form or format, to any person or entity outside of this Campaign. This requires keeping all contact information, work plans, emails, and other documents secure while in your possession and not publishing or posting content to any website or listserve, etc. Any use of Campaign materials must be authorized in writing in advance by the Field Director. Upon the end of your employment with this Campaign, you must return all materials obtained from the Campaign to Campaign headquarters and delete all electronic files. Failure to comply with this confidentiality agreement may result in legal action.

Dress Code

Petition circulators are the face of the Campaign, and are encouraged to dress and appear in a manner that reflects positively on the organization and helps move forward the mission of the organization. Petition circulators are not required to wear a Campaign uniform; however, petition circulators are not permitted to wear or display any political, inappropriate, or corporate logos (in an advertising manner) during petition circulating.

Petition circulators must come to work in clean attire and exhibit good personal hygiene. Attire is at the discretion of the petition circulator, but the Campaign reserves the right to assess the appearance and hygiene of petition circulators. If clothing or hygiene fails to meet the Campaign standards, as determined by the petition circulator coordinator or field director, the petition circulator will be asked to change clothes or otherwise remedy the concerns before petitioning.

Signature Validation Policy

Only voters who have registered to vote in the District of Columbia can sign the circulating petition.

People that are registered to vote in Maryland, Virginia, or any other state that is not the District of Columbia cannot sign the petition.

The Campaign will validate every signature on every petition that is turned in by petition circulators. The validation process is such that each line on the petition is checked to make sure the name of person on the petition is registered to vote at the address listed on the petition and the voter is registered to vote on the date the petition is signed. Not every voter knows the Ward that they live in, so it is acceptable to leave this box blank.

Sometimes registered voters have relocated within DC and are registered to vote at a different DC address. This signature will not be valid because the Board of Elections will not accept signatures from voters who provide the Campaign with the wrong address. Petitioners can provide these voters with the DC Board of Elections “Voter Registration Application” and have them check the “Address Change” box on the form and fill out the updated information. Then the voter can sign the petition with their new address. However, petition circulators will not be paid for the “Change of Address” signature on the petition because the validation team will not have access to the updated voter roll with the new address unless the petitioner provides the “Voter Registration Application” to the Campaign when they turn in the petition. Many voters may want to retain their “Voter Registration Application” and mail it in themselves

Voters who have recently moved to DC and fill out the DC Board of Elections “Voter Registration Application” and check the box “New Registration” cannot sign the petition because they are not registered DC voters until after the DC Board of Elections has approved their application. This often takes approximately two weeks. Once the voter has received confirmation from the DC Board of Elections, then they can sign the petition. Signatures cannot be retroactively dated, so it is important that the voter is registered to vote on the date they sign.

Payroll Policy

The Campaign’s weekly pay period is Monday 5:00pm to the following Monday 4:59pm. Petition circulators are required to turn in their completed petitions every week before 5:00pm on Monday in order to be paid the following week. Petition circulators will be paid weekly, and checks will be issued and distributed on Mondays.

Each week petitioners will provide the Campaign with a completed petition intake form on the day they submit their petitions. The form will include: your name, your address, your phone number, and the total

number of signatures collected. This petition intake form will be kept in your file and we encourage you to keep a copy in your file as well. If a petitioner fails to maintain the desired validity rate of 60%, the Campaign will place the petitioner on probation for one week. If the petitioner fails to increase the validity after the second week of probation the Campaign may terminate their employment.

Petition circulators will be paid \$3.00 per valid signature. Each signature submitted to the Campaign will be reviewed and only registered voters that sign the petition at the address they are registered to vote in the District of Columbia will be counted as valid. Signatures of voters who provide incorrect addresses will not be counted as valid. Any changes made to the pay schedule will be announced to petition circulators no later than one week prior to the effective change.

Payroll Examples:

- 1) From 6pm Monday (10th) to 6pm Sunday the (16th), you collect 500 signatures from DC voters. At 2pm on Monday (17th), you come to the Campaign office, fill out the petition intake form, and turn in the completed petitions to the Field Director. During the following week, from Tuesday (18th) to Sunday (23rd), the Campaign's validation team finds that 400 of your signatures are valid (80% validity). On the morning of Monday (24th), the campaign will issue you a check for \$1200. You can pick up this check when you turn in your next batch of petitions.
- 2) On Tuesday (11th), Wednesday (12th), and Thursday (13th) you collect 300 signatures from DC voters. You are unable to come to the Campaign office on Monday (17th) for the weekly turn-in, so you come to the Campaign office on the morning of Friday (15th), fill out the petition intake form, and turn in your petitions to the Field Director. You will not be paid that Monday (17th), but the following Monday (24th). During the following week (Tuesday 18th to Sunday 23rd) the petitions are validated and it is found that 200 of your signatures are valid (66% validity). Your check for \$600 will be ready to pick up the following Monday (24th).
- 3) On Wednesday (12th) you collect 100 signatures outside the 930 Club and on Monday (17th) you come to the Campaign office, fill out the petition intake form, and turn in the completed petitions to the Field Director. During the following week, the validation team finds that only 50 of the 100 signatures are valid (50% valid). On Monday (24th), you come to the Campaign office to turn in more signatures and pick up your check for \$150. At this time, the Field Director will place you on probation due to your low validity (below 55%) and depending on the validity of that week's turn-in, your employment by the Campaign may be terminated if you are unable to maintain a validity rate of 55% or higher.

If the petitioner desires an audit of their week's petitions, they must submit a request in writing to the Campaign. If signatures found deemed invalid are found to be valid after review, the petitioner will be paid for the valid signature in the following pay period.

Taxes

Your participation with the Campaign is on a contract basis. You are not an employee of the campaign, but an independent contractor. As such, the Campaign will not deduct payroll taxes on your work for the Campaign. If you make more than \$600, the Campaign is required by law to report your miscellaneous income to the IRS and you will receive a 1099 from the Campaign. We encourage petitioners to set aside approximately 15% of your Campaign pay for taxes so you don't end up owing the IRS money next year. The Campaign is not able to provide tax advice beyond this paragraph.

Zero Tolerance Policy for Fraud

The Campaign maintains a zero tolerance policy with respect to fraudulent signatures. A petitioner may fill out the name, address, date, and ward box, but petitioners are forbidden from signing the petition on behalf of a voter. The only instance a petitioner may sign for a voter is if the voter cannot sign due to a disability, but the petitioner is required by law to fill out an affidavit on behalf of a voter and submit this affidavit along with the petition.

Suspected fraudulent signatures will be brought to the DC Board of Elections and checked against the signatures on file. If the signatures do not match the name and address of voters on the petition, the Campaign will report the petitioner to the DC Board of Elections and be terminated. The Campaign may also seek legal action against petitioner for prior payment of fraudulent signatures.

Petitioners may be fined by the DC Government up to \$10,000 and/or imprisoned up to 6 months, 1 year, or 5 years for committing a corrupt election practice (See DC Code 1-1001.14). Any person convicted of making a false statement (like signing a petition for someone else) can be fined up to \$1,000 and/or imprisoned up to 180 days (See DC Code 22-2405).

By signing this document, you are agreeing to the policies and procedures of the Campaign. Please keep this document in your file.

PRINT NAME: _____

DATE: _____

SIGNATURE: _____

www.DecrimNatureDC.org