



To: Potential Employees for Family Swim, Fall 2015

From: Lauren Masset, Youth Service Coordinator

Family Swim Schedule

Effective November 9, 2015

Day of the Week	Shift	Lifeguard	Lifeguard
Monday	6:45 PM – 9:15 PM	Ella C.	Hannah B.
Wednesday	6:45 PM – 9:15 PM	Ella C.	Bridget R.

Family Swim will take place on the following dates:

Monday	Wednesday
Nov. 9	x
Nov. 16	Nov. 18
Nov. 23	x
Nov. 30	Dec. 2
Dec. 7	Dec. 9
Dec. 14	x
Dec. 21	Dec. 23
Jan. 4	Jan. 6
Jan. 11	Jan. 13
x	Jan. 20
Jan. 25	Jan. 27
Feb. 1	Feb. 3
Feb. 8	Feb. 10
Feb. 22	Feb. 24
Feb. 29	Mar. 2
Mar. 7	Mar. 9
Mar. 14	Mar. 16

Below are a few reminders that must be adhered to at all times. In addition, you will also be asked to review and sign for the receipt of the Town of West Seneca Youth & Recreation Department policies and procedures. Failure to adhere to the Town's policies and procedures will result in disciplinary action up to and including discharge.



TOWN OF
WEST SENECA
'PROUD PAST - UNLIMITED FUTURE'

- 1.) You should arrive on time for your shift. Timesheets must be turned in each week no later than Friday at 4:00 PM. Failure to comply could result in your paycheck being incorrect and/or delayed. Multiple offenses of not using the time clock correctly could result in a write up followed by termination.
- 2.) You must inform Lauren Masset in writing of any requests off a minimum of three (3) weeks prior to the date you are requesting off. If you are unable to work your assigned shift and do not give three (3) weeks prior notice it is your responsibility to find a replacement for that shift. Three (3) unexcused absences may result in dismissal.

STAFF PHONE NUMBERS NOT ON WEB SCHEDULE

I have read the above, understand when I am scheduled to work and agree to fairly enforce the Family Swim rules which are attached to this document.

Print Name: _____

Signature: _____

Date: _____

PLEASE RETURN A SIGNED COPY NO LATER THAN OCTOBER 5, 2015