

**West Seneca Town Court
1250 Union Road
West Seneca NY 14224
716-674-5600**

**Jeffrey M. Harrington
Town Justices**

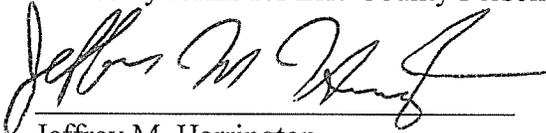
**Shannon E. Filbert
Town Justices**

MEMO

To: Honorable Town Board
From: Justice Jeffrey M. Harrington & Justice Shannon E. Filbert
Date: February 4, 2016
Subject: New Hire- Part-Time Position

Dear Honorable Town Board Members:

Please appoint Rachel M. Nalewajek as a temporary part time clerk in the Justice Court effective February 11, 2016. This temporary position will be to assist the office which is currently missing a full time employee due to illness. Rachel is a resident of the Town of West Seneca per her application. As shown in the 2016 approved budget the part-time clerk's hourly rate will be \$14.00 per hour, working 19 hours per week. Please have the Town Supervisor sign the necessary forms for Erie County Personnel.



Jeffrey M. Harrington
Town Justice



Shannon E. Filbert
Town Justice