



TOWN OF WEST SENECA

LAUREN J. MASSET
RECREATION SUPERVISOR

TOWN SUPERVISOR
GARY DICKSON
TOWN COUNCIL
ROBERT BREIDENSTEIN
JOSEPH CANTAFIO
SUSAN KIMS
JEFFREY PIEKAREC

TO: Honorable Town Board / Town of West Seneca

FROM: Lauren J. Masset
Recreation Supervisor

DATE: April 14, 2022

RE: Employee Bonus Summer 2022

Kindly move to approve the attached Employee Bonus program for Summer 2022. This is for Recreation Department employees only.

Attached:

Summer 2022 Bonus Program (for approval)

Summer 2021 Bonus Report

Summer Employee Bonus

A bonus will be offered to Summer 2022 employees who meet the following criteria at the end of the season.

1. Employee must have obtained all required certifications, on their own, by June 22, 2022. All required certifications must be valid until September 1, 2022. Notes: Proof of enrollment in a course does not qualify. Certifications must be emailed as a pdf to lmasset@twyny.org by June 22, 2022.
2. The employee must have worked the entire length of the season (opening date – closing date).
3. The employee must have attended all mandatory orientations, trainings, in-services, meetings, etc. during the regular season and pre/post season. The employee must have signed in/out using the SwipeClock system for all shifts, orientations, trainings, in-services, meetings, etc. The employee must also have signed the sign in/out sheet for orientations, trainings, in-services, meetings.
4. The employee must show up for all their shifts (entire length of shift) or find shift coverage for the shifts they are unable to attend. This is for all request off types. If the department must find the coverage or there is no coverage the employee does not qualify for the bonus.
5. The employee must have had no disciplinary action for the entire season. This includes but is not limited to verbal, written, final or an investigation.

If the employee is fully certified and has presented certification by June 22, 2022, and accepted employment as approved by the Town Board, and the Town is unable to run the summer program, the employee will receive 25% of the bonus for the program they were hired for.

If the employee is fully certified and has presented certification by June 22, 2022 and accepted employment as approved by the Town Board, and the Town is forced to shut down the summer program after it has already started, the employee will receive (a) the bonus at a pro-rated amount based on how many weeks the program has already run for or (b) 50% of the bonus for the program they were hired for. The employee will be issued the lesser amount.

The bonus would be submitted to the finance department on or around September 1, 2022, to issue to Summer 2022 employees. The attached "End of Season Qualification Form" would be used. Employees would be required to sign the "Onboarding Employee Acknowledgement of Summer Bonus Requirements" during the on boarding process.

We are hoping to hire 35-40 Aquatics Staff and 3-5 Recreation Program Staff. This number does not include any additional personnel that may be needed due to COVID-19 restrictions/policies.

Offering a bonus over a certification reimbursement will still offset the cost of a certification course and would hopefully allow us to find qualified staff, avoid employees requesting off/no call, no show for their shift causing the program to close/cancel last minute and ensure all employees follow the policies set forth by the Town.

There is no guarantee that by offering a reimbursement or bonus that the Town will find enough applicants to run our Summer programs. Further, if we do hire enough staff, this does not guarantee a staffing shortage caused by COVID-19 and/or a closure/shut down or for any reason related or not related to COVID-19. If an employee is placed in quarantine, they must follow the Town of West Seneca COVID-19 Quarantine Policy. This will not affect their bonus.

Bonus Amounts (NOT INCLUDED IN 2022 BUDGET):

Pool Supervisor PT \$500

Youth Service Coordinator PT \$500

Recreation Program Leader PT \$500

Assistant Pool Supervisor PT \$400

Head Lifeguard PT \$300

Lifeguard PT \$250

Recreation Program Staff PT \$250

Clerk Typist PT \$100 (I am asking for the Town Board to include the Clerk Typists PT in the 2022 Bonus, no certifications are required, however they are essential to keeping the office open). Effective June 1 – September 1, 2022. In the event Summer 2022 programs DO NOT RUN in full (half day program and pool) the bonus would NOT apply.

Onboarding Employee Acknowledgement of Summer Bonus Requirements

I understand that I will qualify for the Summer 2022 Bonus if and only if:

1. I obtain all required certifications, by June 22, 2022 and have them on file with the West Seneca Youth & Recreation Office **AND** All of my certifications must be valid through September 1, 2022. Notes: Proof of enrollment in a course does not qualify. Certifications must be emailed as a pdf to lmasset@twyny.org by June 22, 2022.
2. I understand that I must work the entire length of the season (opening date - closing date).
3. I understand that I must attend all mandatory orientations, trainings, in-services, meetings, etc. during the regular season and pre/post season.
4. I attend all my shifts that I am scheduled for OR I find shift coverage for the shifts I am unable to attend. This is for all request off types. If the department must find my coverage or there is no coverage the I do not qualify for the bonus.
5. I must have no disciplinary action for the entire season. This includes but is not limited to verbal, written, final or an investigation.
6. I understand that if the program shuts down for any reason including but not limited to COVID-19 my bonus amount may be affected and could be issued at a lesser amount and/or not issued at all.
7. The bonus amount is: \$ _____

West Seneca Youth & Recreation will submit the bonus requests on or around September 1, 2022 to issue the bonus to qualifying Summer 2022 employees.

Print Name (First, Last)	
Signature	
Date	

I understand that if I am unsure on the additional qualifications or certification requirements for these positions, I need to email Lauren Masset at lmasset@twyny.org no later than June 1, 2022. I understand that proof of enrollment in a course or courses will not qualify me for the bonus. I understand that obtaining the required certifications, submitting them on time and expressing interest any position does not guarantee I will receive the position.

Print Name (First, Last)	
Signature	
Date	

End of Season Qualification Form

Employee Name	
Position	
Season	
Any other information	

1. Did the employee have all of their required certifications for their employment valid and on file between June 22 – September 1, 2022?

Circle: YES NO

Notes:

2. Did the employee work the entire season (opening date – closing date)? If the employee's employment ended early mark NO.

Circle: YES NO

Notes:

3. Did the employee attend all mandatory orientations, trainings, in-services, meetings, etc. during the regular season and pre/post season AND sign in/out properly?

Circle: YES NO

Notes:

4. Did the employee show up for all their shifts and/or find shift coverage for those they could not/did not attend?

Circle: YES NO

Notes:

5. Did the employee have any disciplinary action (verbal, written, final, other) this season and/or were they a member of an investigation?

Circle: YES NO

Notes:

If the answers were as follows Q1 YES, Q2 YES, Q3 Yes, Q4 Yes and Q5 NO the employee qualifies for the Summer Bonus. If yes, this form will be submitted to the Finance Department for issuance on or around September 1, 2022.

Did this employee qualify for the Summer Bonus? Is the bonus being issued at 100%, 50%, 25% or less and why?

Circle: YES NO 100% 50% 25% OTHER: _____

Notes:

Print Name	Lauren J. Masset, Recreation Supervisor
Signature	
Date	

Information for the Finance Department:

Budget Line:

Bonus Amount:

Summer Employee Bonus 2021 (NOTES)

Date Published: 04/06/2021

Author: Lauren J. Masset

Final Results

We have 27 staff members who qualified and 6 staff members who do not qualify for the Summer 2021 Bonus.

- 2 who did not qualify because they did not obtain their certifications and were hired late. Their Town Board agenda item stated they would not get a bonus.
- 1 who did qualify because they did not turn in their certification on time and did not attend the mandatory orientation.
- 3 who do not qualify because they did not turn in their certifications on time.

The department had zero no-call/no-shows, no last-minute low staffing shutdowns, all staff found shift coverage as needed, and zero employees with disciplinary action or investigation.

The total cost of the Summer Employee Bonus 2021 was \$7,300.

The bonus forms were completed the week of 8/9/2021 and sent to the Finance Department to process for payment on 8/13/2021. All staff were notified via email if they did or did not qualify for the bonus on

Summer Employee Bonus

The department is having a challenging time hiring for both year-round and seasonal positions. Recreation programs and facilities are contingent upon proper staffing levels and filling these positions is required to open and operate our facilities and programs. The departments' goal is to have all Summer 2021 positions filled and appointed by the May 17, 2021, Town Board meeting. This means interviews must conclude by May 7, 2021. The department will need to submit the request for Summer Employment Appointments for the May 17, 2021 Town Board agenda, by the end of the day on May 12, 2021 (as per Town Policy/Open Meetings Law).

A bonus will be issued to Summer 2021 Employees (at the end of the season) who meet all of the following criteria:

1. Employee must have obtained all required certifications, on their own and have them on file with West Seneca Youth & Recreation, by June 10, 2021. All required certifications must be valid until September 1, 2021. Proof of enrollment in an unfinished course will not be acceptable for this. *Certifications can be emailed to lmasset@twsnny.org or dropped off to the Recreation Office, 1300 Union Road, West Seneca, NY, 14224.*
2. The employee must have worked the entire length of the season (opening date – closing date).
3. The employee must have attended all mandatory orientations, trainings, in-services, meetings, etc. during the regular season and pre/post season.
4. The employee must show up for all their shifts (entire length of shift) or find shift coverage for the shifts they are unable to attend. This is for all request-off types. If the department must find the coverage or there is no coverage the employee does not qualify for the bonus.
5. The employee must have had no disciplinary action for the entire season. This includes but is not limited to verbal, written, final, or investigation.

If the employee is fully certified and has presented certification by June 10, 2021 and accepted employment as approved by the Town Board, and the Town is unable to run the summer program, the employee will receive 25% of the bonus for the program they were hired for.

If the employee is fully certified and has presented certification by June 10, 2021, and accepted employment as approved by the Town Board, and the Town is forced to shut down the summer program after it has already started, the employee will receive (a) the bonus at a pro-rated amount based on how many weeks the program has already run for or (b) 50% of the bonus for the program they were hired for. The employee will be issued the lesser amount.

The bonus will be submitted to the finance department on or around September 1, 2021 to issue to Summer 2021 employees. The attached "End of Season Qualification Form" would be used. Employees would be required

to sign the "Onboarding Employee Acknowledgement of Summer Bonus Requirements" during the on boarding process.

Offering a bonus over a certification reimbursement will offset the cost of a certification course and would hopefully allow us to be more competitive in finding qualified staff, avoid employees requesting off/no call, no show for their shift causing the program to close/cancel last minute and ensure all employees follow the policies set forth by the Town.

There is no guarantee that by offering a reimbursement or bonus that the Town will find enough applicants to run our Summer programs. Further, if we do hire enough staff, this does not guarantee a staffing shortage caused by COVID-19 and/or a closure/shut down or for any reason related or not related to COVID-19. If an employee is placed in quarantine, they must follow the Town of West Seneca COVID-19 Quarantine Policy. This will not affect their bonus.

Bonus Amounts Approved 4/19/2021:

Pool Supervisor \$500
Assistant Pool Supervisor \$400
Head Lifeguards \$300
Camp Director \$500
Assistant Camp Director \$400
WSI Lifeguard \$250
Lifeguard \$250
Camp Counselor \$250
Assistant Camp Counselor \$250

On boarding Employee Acknowledgement of Summer Bonus Requirements

I understand that I will qualify for the Summer 2021 Bonus if and only if:

1. I obtain all required certifications, by June 10, 2021 and have them on file with the West Seneca Youth & Recreation Office **AND** All of my certifications must be valid through September 1, 2021. Proof of enrollment in an unfinished course is not accepted for this.
2. I understand that I must work the entire length of the season (opening date - closing date).
3. I understand that I must attend all mandatory orientations, trainings, in-services, meetings, etc. during the regular season and pre/post season.
4. I attend all my shifts that I am scheduled for OR I find shift coverage for the shifts I am unable to attend. This is for all request-off types. If the department must find my coverage or there is no coverage then I do not qualify for the bonus.
5. I must have no disciplinary action for the entire season. This includes but is not limited to verbal, written, final or investigation.
6. I understand that if the program shuts down for any reason including but not limited to COVID-19 my bonus amount may be affected and could be issued at a lesser amount and/or not issued at all.
7. The bonus amount is based upon my position and meeting all requirements above #1-#6.

West Seneca Youth & Recreation will submit the bonus requests on or around September 1, 2021 to issue the bonus to qualifying Summer 2021 employees.

Print Name (First, Last)

Signature

Date

End of Season Qualification Form

Employee Name

Position

Season

Any other information

1. Did the employee have all of their required certifications for their employment valid and on file between June 10 – September 1, 2021?

Circle: YES NO
Notes:

2. Did the employee work the entire season (opening date – closing date)? If the employees employment ended early mark NO.

Circle: YES NO
Notes:

3. Did the employee attend all mandatory orientations, trainings, in-services, meetings, etc. during the regular season and pre/post season?

Circle: YES NO
Notes:

4. Did the employee show up for all their shifts and/or find shift coverage for those they could not/did not attend?

Circle: YES NO
Notes:

5. Did the employee have any disciplinary action (verbal, written, final, other) this season and/or were they a member of an investigation?

Circle: YES NO
Notes:

If the answers were as follows Q1 YES, Q2 YES, Q3 Yes, Q4 Yes and Q5 NO the employee qualifies for the Summer Bonus. If yes, this form will be submitted to the Finance Department for issuance on or around September 1, 2021.

Did this employee qualify for the Summer Bonus? Is the bonus being issued at 100%, 50%, 25% or less and why?

Circle: YES NO 100% 50% 25% OTHER: ____
Notes:

Print Name Lauren J. Masset, Recreation Supervisor

Signature

Date

Information for the Finance Department:

Budget Line:

Bonus Amount:

2021 Summer Pay Rates

Title	Type	2020 Rate	2021 Rate
Pool Supervisor	Aquatics	Return (\$15.00) New (\$14.50)	Return (\$16.50) New (\$16.00)

Camp Director	Recreation	Return (\$15.00) New (\$14.50) Return (\$16.50) New (\$16.00)
Asst Pool Supervisor	Aquatics	Return (\$14.50) New (\$14.00) Return (\$16.00) New (\$15.50)
Asst. Camp Director	Recreation	Return (\$14.50) New (\$14.00) Return (\$16.00) New (\$15.50)
Head Lifeguard	Aquatics	Return (\$13.50) New (\$13.25) Return (\$15.00) New (\$14.75)
Lifeguard	Aquatics	Return (\$13.00) New (\$12.50) Return (\$14.50) New (\$14.00)
Camp Staff	Recreation	Return (\$13.00) New (\$12.50) Return (\$14.50) New (\$14.00)
Bus Driver	Recreation	Return (\$16.00) New (\$15.50) N/A for 2021
WSI Cert	Both	.50 Cent Per Hour Pay Raise 50 Cent Per Hour Pay Raise

MORE INFO ON OPEN POSITIONS AND/OR HOW TO SIGN UP FOR AN INTERVIEW:

NOW HIRING DIRECT LINK:

<http://www.westseneca.net/departments-and-services/youth-recreation/youth-gym-3#gsc.tab=0>

INTERVIEW SIGN UP DIRECT LINK:

https://westsenecany.myrec.com/info/activities/program_details.aspx?ProgramID=29853

OTHER:

Agenda Item re: Proposal for Summer 2021 Employee Bonus at the April 5, 2021 Town Board Meeting

http://www.westseneca.net/application/files/3016/1720/2252/employee_bonus05289920210331093616.pdf

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Date Published: 05/17/2021

Author: Lauren J. Masset

West Seneca Youth & Recreation Summer 2021 Employment Recruitment Efforts

As of 6/29/2021 at 12:40 PM.	Interviewed or Are Signed Up to Interview	Estimated Amount Needed
Good News! The departments Summer 2021 Bonus Certification Reimbursement Deadline has shown success 27/33 Summer Employees turned their certifications in by the June 10 deadline as of 6/10/2021!		*Does not include additional staff needed, for additional regulations caused by COVID-19
Pool Supervisor	1	1
Asst. Pool Supervisor	0	3
Head Lifeguard	0	5-6
Lifeguard WSI/PSI	1	5-7
Lifeguard	21	25-30
Camp Director	1	1
Asst. Camp Director	1	1
Camp Staff OTHER	8	8-10 *Based on enrollment of 15

Running a safe and successful Recreation program is contingent upon staffing levels. We cannot open, operate, or run our programs and facilities (camp/swim lessons/pool) if these positions are not filled in full. The last day for interviews was Friday, May 7, 2021. We needed to fill these positions by the May 17, 2021, Town Board meeting, the deadline for agenda items was 10:00 AM on Thursday, May 13, 2021 (NYS OPEN MEETINGS LAW). The Pool Supervisor and Camp Director needed to start employment no later than June 1, 2021. On May 12, 2021 the department extended this deadline to Thursday, May 13, 2021, at 12:00 PM and held interviews Friday, May 14, 2021. Appointments were made on May 17, 2021 (via a revised agenda item walked in).

On May 17, 2021, the department did appoint Camp Staff (reduced camp capacity), Pool Supervisor, and Lifeguards. The department did not appoint Swim Instructors, Asst. Pool Supervisor or Head Lifeguards due to lack applicants, prior to May 17. The department is going to re-canvas employees to see if anyone is interested in advancing their position and meeting the requirements/qualifications to do so. This will allow more time to try and fill these positions which are required to run Swim Lessons and offer extended Open Swim Hours (M-TR nights and F,S,Sn all day).

On May 20, 2021, the department re-posted the OPEN JOBS for Head Lifeguards and Assistant Pool Supervisors on social media. Applications are due no later than 9:00 AM on May 26, 2021. No new applications were received.

On June 3, 2021, the department re-canvassed the aquatics employees, to see if anyone further was interested in advancement (to Head Guard or Asst Pool Supervisor). Employees were notified that if these positions did not fill, the department would have to limit pool hours and the season which would cause these employees to see a reduction in their scheduled hours. The department needs an answer by June 4, 2021, so we can start to plan. Zero responses were received as of 6/4/2021 at 4:15 PM.

On June 3, 2021, Summer Swim Lessons were cancelled due to lack of Swim Instructors and Aquatic Supervisors (Asst. Pool Supervisors and Head Lifeguards). All families were contacted via email and phone. All accounts on MyRec were updated. The finance department will issue refunds.

On June 3, 2021 the department hired two more Summer Day Camp employees.

During the week of May 31 - June 5, 2021 two lifeguards and one camp employee that were hired for the season backed out of employment. On June 7, 2021 two camp employees and one lifeguard backed out of employment. The department starts training for Summer Day Camp staff on June 8, 2021, the department needs to fill the vacant positions from June 7, 2021, by end of business day on June 7, 2021 in order for the camp program to run (assuming no others back out between June 7 - August 6). The department re-posted the job on Facebook and contacted all applicants via phone. The department was able to interview 6 applicants and the Town Board called a special meeting for June 8 at 12:00 NOON, to appoint these employees before Summer Camp training starts on June 8 at 3:00 PM. Out of the 6 applicants, 4 backed out between June 7 at 5:00 PM - June 8 at 12:00 PM. The Town Board hired the remaining 2 Recreation Attendants for Summer Camp and 2 Lifeguards. The department had one Lifeguard PT back out on June 8. Further on June 8 the department had two employees as a no call/no show for

Summer Day Camp 2021 for on boarding paperwork and mandatory training (both were called/emailed several times) and one Aquatics Employee who was a no call/no show (called/emailed several times) for on boarding paperwork.

On June 9, 2021 - The department posted an updated on Facebook regarding the possible limited schedule for the Large Pool due to lack of Supervising Guards.

On June 16, 2021 - The employee schedule was released. The schedule was created using the hours the Supervising Lifeguard was able to work, plus the hours regular Lifeguards provided on their canvas surveys. Employees were scheduled for limited hours (reduced from previous years) due to lack of Supervising Guards, as noted as a possibility if no further Supervising Guards applied, in the 6/3/21 email sent to employees and noted above. Employees were advised in order for the pool to operate on a longer schedule/season (which would offer them additional hours), additional Supervising Guards were needed, employees were asked to apply to be leaders. Employees were offered the ability to be an on-call substitute for both Aquatics and Summer Day Camp (should a shift need to be filled last minute). Further, employees with outstanding on boarding paperwork (due May 28) and outstanding certifications (due June 20) were notified these items needed to be turned in by June 20 to remain on the schedule.

On June 18, 2021 - 1 Lifeguard PT backed out of employment.

On June 21, 2021 - 2 Lifeguard PT backed out of employment.

On June 23, 2021 - 1 Assistant Summer Camp Director backed out. The department moved up one employee to a leadership role, this left the camp program 1-2 employees short for running the Day Camp Program. Between 6/23-6/24/21 the department contacted the aquatics staff who noted on their schedules, they would be interested in a working at the Day Camp (2 total, 1 employee said no, 1 employee did not respond). The department emailed and called all aquatics employees who are 18+ years of age regarding a transfer (aquatics employees are scheduled for 5-10 shifts each this season, this would allow an aquatics employee to transfer and have up to 24 shifts for the season. All aquatics employees denied the opportunity). The department posted the urgent need to hire on Facebook. The department emailed it's Open Jobs Distribution List. As of 2:41 PM on 6/25/21 the department had zero applications from the Facebook post & Open Jobs Distribution List email. The department contacted other TWS departments to see if they had any employee to spare, their staff was canvassed - none are available/able/interested in working the needed shifts. On 6/28/21 the department had one applicant, who will be walked into the Town Board meeting on 6/28/21. The applicant to be walked in backed out at 4:30 PM on 6/28/21. The department was able to find two applicants to walk in to the 6/28/2021 Town Board meeting.

SUMMER 2021 RECRUITMENT EFFORTS:

PREVIOUS EMPLOYEES WERE ASKED TO APPLY BY 4/1/2021 (68 TOTAL ON LIST) (BEFORE BONUS):

Emailed (9x)

Called (6x)

Feb: 3,22,16 March: 3, 10, 15, 19, 23, 29 March 5, 9, 12, 18, 22, 29

ANY PERSON WHO INTERVIEWED OR SIGNED UP TO RETURN (AFTER THE FIRST AND SECOND BONUS AMOUNTS WERE APPROVED ON 4/5/2021 AND 4/19/2021)

If they have a valid email address on file, they were contacted on April 6, 2021, with the bonus REQUIREMENTS and asking that they tell their friends/family/etc.

ANY PERSON WHO APPLIED (BEFORE BONUS):

They were contacted 4x via email. We now contact them immediately after receiving the application so they can sign up for an interview date/time.

Any person who applied (NEW, not returning employee) was contacted via email on Feb 16, 22 and March 10, 15. If the applicant applied after a listed date, they were only contacted on the dates listed after they applied.

ANY PERSON WHO APPLIED (AFTER THE FIRST AND SECOND BONUS AMOUNTS WERE APPROVED ON 4/5/21 and 4/19/2021)

If an application for employment is received the person is contacted immediately to sign up for an interview date/time. However, applications are no longer required to sign up for an interview. Any person interested in employment can sign up for an interview date/time online and bring the application to the interview with them.

SOCIAL MEDIA 47X (BEFORE BONUS)

December 2020: 24, 28, 30, 31

January 2021: 4, 7, 8, 11, 12, 13, 15, 19, 20, 21, 25, 26, 27

February 2021: 1,2,3,4,5,7,8,9,10,11,12,16,17,18,19,22,25

March 2021: 1,3,8,9,10,11,15,16, 18, 19, 22, 29,30

SOCIAL MEDIA 11x (AFTER THE FIRST BONUS AMOUNT WAS APPROVED ON 4/5/21)

APRIL 2021: 5, 6, 7, 8, 9, 12, 13, 14, 15, 16, 19

SOCIAL MEDIA 17x (AFTER THE SECOND BONUS AMOUNT/INCREASED PAY RATES WERE APPROVED ON 4/19/21)

APRIL 2021: 19, 20, 21, 22, 23, 26, 27(x3), 28, 29, 30.

May 2021: 3, 4, 5(x2), 6

SOCIAL MEDIA (AFTER THE FIRST EXTENDED DEADLINE OF 5/13/21 on 5/12/21)

May 2021: 12, 13

SOCIAL MEDIA (AFTER THE SECOND EXTENDED DEADLINE OF 5/26/21 FOR POOL LEADERSHIP on 5/26/21)

May 2021: 20, 21, 24, 25, 26

OPEN JOBS DISTRIBUTION LIST (BEFORE BONUS)

Over 120+ groups, organizations, schools, colleges, churches, girl scouts, boy scouts, media outlets, etc. (See below)

January 2021: 5, 21

February 2021: 22

March: 3, 31

OPEN JOBS DISTRIBUTION LIST (AFTER THE FIRST BONUS AMOUNT WAS APPROVED ON 4/5/2021)

Over 120+ groups, organizations, schools, colleges, churches, girl scouts, boy scouts, media outlets, etc. (See below)

April 2021: 6

OPEN JOBS DISTRIBUTION LIST (AFTER THE SECOND BONUS AMOUNT/INCREASED PAY RATES WERE APPROVED ON 4/19/2021)

Over 120+ groups, organizations, schools, colleges, churches, girl scouts, boy scouts, media outlets, etc. (See below)

April 2021: 20, 23

LM updated the list of the open job (now totaling 134 groups, organizations, schools, colleges, churches, girl scouts, boy scouts, media outlets, etc.) on 4/26/21 and sent the job postings to the new adds on 4/27/2021.

LM updated the list of the open job (now totaling 159 groups, organizations, schools, colleges, churches, girl scouts, boy scouts, media outlets, etc.) on 4/28/21 and sent the job postings to new adds on 4/28/21.

LM updated the list of the open job (now totaling 173 (now totaling 159 groups, organizations, schools, colleges, churches, girl scouts, boy scouts, media outlets, etc.) on 4/30/21 and sent the job postings to the new adds on 4/30/21.

OPEN JOBS DISTRIBUTION LIST (AFTER THE SECOND EXTENDED DEADLINE OF 5/26/21 FOR POOL LEADERSHIP on 5/26/21)

May 2021: 20

WS SUN / WS BEE (BEFORE AND AFTER BONUS/INCREASED PAY RATES)

Ran the jobs in previous editions (several).

Ran stories regarding lack of applicants in a past edition.

OTHER:

The jobs are posted on both westseneca.net and westsenecarecreation.com.

The jobs were also posted on the official Town of West Seneca Facebook page, on several dates. In addition to the West Seneca Youth & Recreation Facebook page, dates listed above.

January 5, 2021 - April 6, 2021, the CCL Corridor had a bright yellow sandwich board and a bright yellow poster with the open jobs. The signs were replaced on April 6, 2021 (see below).

On April 6, 2021, the department added two signs in the CCL Hallway and Gym Window re: Employment printed by Code Enforcement. The signs advertise open jobs, the bonus and include a photo. These replaced the bright yellow signs.

Jennifer Stanek, Senior Director was kind enough to post flyers at Market in the Square regarding WSREC NOW HIRING.

Erie County Youth Bureau included our job postings in their Spring 2021 Newsletter.

HR created the indeed post for Pool Leadership on 4/26/21.

LM (E) AK/MAM to post the updated flyer (employment suns) in the bulletin board case at Town Hall on 4/26/21.

LM included the job postings in the weekly facility use schedule reminder email on 4/27/21.

LM provided M&T bank in Southgate Plaza with a flyer and asked them to hang it on 4/27/21.

LM/AG contacted Erie County Civil Service re sending out Job Openings to their email list. Erie County Civil Service agreed to send out the email to their entire email list. The email went out on 4/28/21. Erie County Civil Service also posted the job openings on their website.

WSCSD and WSREC canvassed previous employees and new applicants regarding their interest in a lifeguard certification and re-certification course. The canvas was also posted on social media. The social media post had 10 shares, 86 engagements, 2 likes, and reached 1,641 people. WSCSD informed us they received 13 responses for interest in recertification, only 8 were interested in working for the town. WSCSD informed us they received 7 responses in interest for a new certification and only 2 expressed interest in working for the town. This class is being offered at a WSCSD pool for those who signed up. Any person interested who did not sign up should contact WSCSD Community Education at 716-677-3530 to see if space is available and/or registration is still open. On 4/28/2021 WSCSD informed WSREC that 5 of 8 interested in re-certification and 2 of 2 interested in a new certification, with no additional sign-ups, had signed up for the certification classes.

A final attempt to recruit was made on 5/12/21. AG sent out a CODE RED via email and text. LM posted on the department's social media. "This is a final! The Town of West Seneca Youth & Recreation Department is seeking qualified Camp Counselors, Lifeguards, Head Lifeguards, Assistant Pool Supervisors, and a Pool Supervisor for Summer 2021. Running a safe and successful Recreation Program is contingent upon staffing levels. Please submit your application no later than Thursday, May 13, 2021, by noon to the Recreation Department located at 1300 Union Road, West Seneca, NY, 14224. This is the final deadline. Applications and more information regarding age and certification requirements can be found at www.westsenecarecreation.com." Applicants were contacted to set up interviews for Friday 5/14/21 on 5/12/21 if they submitted their application on 5/12/21 before 4:45 PM or they were contacted on 5/13/21 if they submitted their application between 4:45 PM on 5/12/21 - 12:00 PM on 5/13/21. If needed the agenda item submitted on 5/11/21 for 5/17/21 would be updated and walked in. The department received one Lifeguard application and seven camp applications for a total of eight applications (1 backed out, 2 were a no call/no show).

On 5/18/2021 the department spoke to ECDOH to review all requirements for the Large Pool. The department needs 1 supervising lifeguard (Pool Supervisor, Asst. Pool Supervisor, Head Guard) on duty for each 3,400 square feet of the pool surface that is open. The pool surface is 10, 350 square feet (4 Supervising Guards for the Entire Pool). B&G and Recreation measured out a limited area or only 3,400 square feet of the pool and discussed installing an effective barrier, which would only require 1 Supervising Guard. Supervising Guards are considered Pool Supervisor, Asst Pool Supervisor, and Head Lifeguards. In addition to Supervising Guards, the department needs a rotation of 8 regular Lifeguards in order to open the facility (regardless of square footage) as per the ECDOH approved safety plan.

On 5/19/2021 the department explored the possibility of removing the WSI/PSI from the Head Lifeguard requirements IF Summer Day Camp does not visit the Aquatics Complex and/or for Head Lifeguards that would work evenings/weekends. The changes were made across the board for all Head Lifeguards, in an attempt to recruit more. As always, any staff member who obtains a WSI/PSI certification receives a 50 cents per hour raise. This information was sent to all aquatics staff.

On 5/20/2021 The West Seneca Senior Center agreed to print job posting flyers and distribute to their members.

Pay Rates

The West Seneca Town Board approved an initial bonus on 4/5/21 (see column #4 below).

The West Seneca Town Board approved an increase in the bonus plus increased all pay rates by \$1.00 per hour on 4/19/21 (see column #5 below).

TITLE PAY RATE (HOURLY)

**BONUS Original Pay Rate Increased Rates of
AMOUNT and Initial Bonus Pay and Bonus**

			Amount	Amount on 4/19/21.
Pool	Return (\$16.50)			
Supervisor	New (\$16.00)	\$500	(\$15-\$15.50 / \$150)	(\$16-\$16.50 / \$500)
Camp	Return (\$16.50)			
Director	New (\$16.00)	\$500	(\$15-\$15.50 \$150)	(\$16-\$16.50 / \$500)
Asst Pool	Return (\$16.00)			
Supervisor	New (\$15.50)	\$400	(\$14.50-\$15 \$150)	(\$15.50 - \$16 / \$400)
Asst. Camp	Return (\$16.00)			
Director	New (\$15.50)	\$400	(\$14.50-\$15 \$150)	(\$15.50 - \$16 / \$400)
Head Lifeguard	Return (\$15.00)			
Lifeguard	New (\$14.75)	\$300	(\$13.75-\$14 \$150)	(\$14.75 - \$15.00 / \$300)
Lifeguard	Return (\$14.50)			
Lifeguard	New (\$14.00)	\$250	(\$13-\$13.50 \$100)	(\$14 - \$14.50 / \$250)
Camp Staff	Return (\$14.50)			
Staff	New (\$14.00)	\$250	(\$13-\$13.50 \$100)	(\$14 - \$14.50 / \$250)
Bus Driver	N/A	N/A	N/A	N/A
WSI/PSI Cert	Additional 50 cent pay-raise for any employee who obtains this certification whose position does not require it.	See above.	No change.	No change.

Open Jobs Distribution List (Last Updated 4/30/21)

Summer 2021 Job Posting

Locations

Alden (Town of) Rec
Alegany County Youth Bureau
Amherst Rec/Norhtown Center
Amherst Rinks
Aurora (Town of) Rec
BDSL Soccer
Big Brothers Big Sisters of Erie, Niagara and the Southern Tie
Bishop Timon St. Jude
BNAC
BNCC/NCC
Boys and Girls Club of Buffalo
Boys and Girls Club of Eden
Boys and Girls Club of Holland
Boyscouts Buffalo
Buffalo (City of) Rec
Buffalo Employment and Training Center (BETC)
Buffalo Fenians
Buffalo PAL
Buffalo State
Buffalo urban League
Buffalo urban League
BuffState Educational Pipeline Int.
BuffState Rink
BWNYJSL

Canisius High School
Canisius High School Guidance Office
Catholic Charities of Buffalo
Catt. Co. Youth Bureau
Caz Rink
CEBA Baseball
Cheektowaga (Town of) Rec
Cheektowaga Schools
Chesterton Academy of Buffalo
Chirst Church Buffalo
City of Buffalo Parks and Recreation
City of Buffalo Public Schools
City of Tonawanda Rec
Clarence Youth Bureau
Compass House
Compass House
Compeer Buffalo
Corner Stone Ice Arena
D'Youville College
Damen College
Dioc of WNY
Diocesan UTO Coordinator
East Seneca Fire
Ebenezer United Church of Christ
Elderwood Parish
Erie County Youth
Fellowship Wesleyan Church
Futures Preparatory School #37
Galaxy Auto Place
Gateway Longview
Genessee County Youth Bureau
Girl Scouts WNY
GLYWSWNY
Grand Island Rec
Hamburg Rink
Harbor Center
Haseks Heros
Hilbert College
Hockey Outlet
Holiday Rink
Holy Family Learning Center
Houghton College Buffalo
Iroquois Schools
Just for Kids Online
Kenmore Tonawanda Hockey
Kenmore West

King Urban Life Center
King Urban Life Center
LA Fitness
Lackawanna Recreation
Lancaster Rec
Lancaster Schools
Lancaster Youth Bu.
Legion Post 735
Livingston County Youth Bureau
Macedonian Orthodox Church
Mathletes 5K
Medaille College
Mount Mercy High School
Nardin Academy
Native American Community Services
NFRP
Niagara County Department of Social Service/Youth Bureau
Niagara Falls Youth Bureau
Niagara Rink
Niagara Tournaments
Niagara U Ice Rink
North Tonawanda Recreation
Northtown Center
Northwest Community Center
Olmstead Center
OP Rec
Orchard Park High School
Orchard Park Storm Baseball
Paulas Donuts
Peace of the City
Peace of the City
Queen of Heaven
Resource Council of WNY
Royals Soccer
Run 4 Life 5k
Section 6 Hockey
Section 6 Hockey
Sirens FC Soccer
South Buffalo Community Org
South Buffalo Rugby
Southline Travel Baseball
Southtowns Shock
Southtowns Soccer
Squeaky Wheel
St John Vin 5k
St Peters Church

St. Francis High School
St. John's Evangelical Lutheran Church
St. Marys High School
SUNY Buffalo State
SUNY Erie
SUNY Erie Career Centers
SUNY UB
The Bell Center
The Prevention Council of Erie County
Thrive Buffalo
Tonawanda Rec
Town of Hamburg Rec
Town of Hamburg Youth Bureau
Trinity Lutheran Church
Trinity Lutheran
Trinity Schools of Buffalo
Trocaire College
TWS White Collar
UB
United Childcare Resource
United Methodist
Urban Center
Vigilant Fire
Village of Hamburg Rec
WEDI
West Seneca Bee
West Seneca Chamber
West Seneca Community of Churches
West Seneca East SHS
West Seneca Food Pantry
West Seneca Sun
West Seneca Town Band
West Seneca West SHS
Winchester Community Church
Winchester Fire Co
WNY Flash
WNY Girl's Varsity Ice Hockey Federation
WS Community 5K
WS Continung Education
WS Highway/Blue Collar
WS Kiwanis
WS Library
WS Lions Club
WS Little Loop
WS Senior Center
WS Spot Coffee

WSCSD Athletics
WSCSD Main
WSCSD School Board
WSGSA
WSPD
WSSC
WSYBA
WSYHA
Wyoming County Youth Bureau
YWCA of WNY
Z-Pack Dance

Other:

Summer 2021 Employee Bonus Information:

<https://westsenecany.myrec.com/info/news/details.aspx?NewsID=4525>

Agenda Item re: Proposal for Summer 2021 Employee Bonus at the April 5, 2021 Town Board Meeting

http://www.westseneca.net/application/files/3016/1720/2252/employee_bonus05289920210331093616.pdf

April 5, 2021 Town Board Minutes (Draft):

<http://www.westseneca.net/application/files/8016/1849/7142/draft04.05.2021tbn05365820210415102818.pdf>

April 5, 2021 Town Board Meeting (Recording):

<https://fb.watch/4ZF6onOYny/>

Recruitment Efforts and Hiring Update as per the 4/19/2021 Town Board Agenda:

<http://www.westseneca.net/application/files/9716/1849/7152/anncmnt.masset05362720210415094058.pdf>

April 19, 2021 Town Board Meeting (Minutes) Bonus Rates Increased, Hourly Wages Increased (\$1):

<http://www.westseneca.net/application/files/6416/1971/8377/tbn04.29.202105400520210429084343.pdf>

Recruitment Efforts and Hiring Update as per the 5/3/2021 Town Board Agenda:

http://www.westseneca.net/application/files/6416/1971/8369/rec_summerupdate05404220210429133420.pdf

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