



**TOWN OF WEST SENECA**

**LAUREN J. MASSET**  
RECREATION SUPERVISOR

TOWN SUPERVISOR  
**SHEILA M. MEEGAN**  
TOWN COUNCIL  
**EUGENE P. HART**  
**WILLIAM P. HANLEY**

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**TO:** Honorable Town Board / Town of West Seneca

**FROM:** Lauren J. Masset  
Recreation Supervisor

**DATE:** May 9, 2019

**RE:** Status Change for Emily Baker (Youth Service Coordinator)

Kindly change the status of Emily Baker from part-time to part-time seasonal effective June 16, 2019 and ending September 7, 2019.

Please authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

H.



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**NOTES:**

Part-Time Seasonal: Allows a regular part-time employee to work a maximum of 35 hours per week for up to five months or 20 weeks per year. Regular part-time employees work a maximum of 19 hours per week.

<b>EB 2019 PTS Week #</b>	<b>2019 Dates</b>
1	June 16 – 22
2	June 23 – 29
3	June 30 – July 6
4	July 7 – 13
5	July 14 – 20
6	July 21 - 27
7	July 28 – August 3
8	August 4 – 10
9	August 11 – 17
10	August 18 – 24
11	August 25 – 31
12	September 1 - 7