



TOWN OF WEST SENECA

LAUREN J. MASSET
RECREATION SUPERVISOR

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

TO: Honorable Town Board / Town of West Seneca

FROM: Lauren J. Masset
Recreation Supervisor

DATE: November 25, 2019

RE: Joseph Drajem – Reappointment – Recreation Attendant Part-Time

Please re-appoint Joseph Drajem as a Recreation Attendant (PART-TIME) at a rate of \$13.75 per hour, effective December 2, 2019 – May 31, 2020.

Please advise the Finance Department that these positions will be paid from Salary of Laborers – Part-Time account line 001.7140.0149.

These hires are contingent upon a background check, drug test and proof of a physical as outlined by Town Code Chapter 25. In addition his pay rate is contingent upon proving a valid First Aid & CPR certification from the departments approved list no later than January 1, 2020. Failure to submit the valid certification will result in his pay rate being amended to \$12.50/hour retroactive to December 2, 2019. I will contact HR and Finance should this be the case at this time.

Furthermore authorize the Supervisor to complete and sign the necessary forms with Erie County Personnel.