



## Town of West Seneca

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# MEMO

To: The Honorable Town Board

From: Tina M. Hawthorne, Town Attorney

Date: June 18, 2020

Subject: Personnel Matter  
Joli Messinger

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Joli Messinger is a part-time employee in the Legal Department. Her position is budgeted for year round on a part-time basis. Now that Ms. Messinger is in college, she only works on school breaks. She began back in the Department on June 15, 2020. She is currently working on a project to archive the Town's contracts. This project is voluminous. I am requesting that Joli Messinger be made full-time seasonal so she is able to work more than 19 hours per week. This will allow her to put the time in on this project that it requires. I plan for this position to be adjusted back to part-time after the summer.

Based on the foregoing, I respectfully request Joli Messinger be made full-time seasonal.