

SUMMER 2018 EMPLOYEE SCHEDULE

Effective June 25 - August 3, 2018

Depending on department needs and program attendance levels your shift may change, you may be asked to stay later than your listed time, come in earlier than your listed time, change shifts and/or work at a different program on an as needed basis .
Shifts 4,6,7 employees may be used as substitutes on an as needed basis at our Summer Camp Programs.

Name	Phone Num	Shift Grouping
Backer, Kaleigh	912-3496	7
Baker, Leon	712-6770	1
Balisteri, Emily	548-0294	2
Benkleman, Emily	361-6772	5
Bork, Bridget	949-4953	1
Chwalinski, Katlyn	352-3459	4
Drees, Marissa	783-0134	1
Feneziani, Samuel	462-7702	1
Fuerst, Elyse	696-2333	3
Funk, Rachel	860-4251	7
Harrington, Olivia	698-6666	1
Kabel, Danielle	430-4997	1
Levulis, Olivia	598-1190	1
Loughran, Michael	698-9674	9
Marshall, Zachary	352-5719	10
McNamara, John	430-6191	2
Putnam, Amanda	698-8598	3
Roberts, Katie	713-9146	7
Roberts, Nathan	866-4164	3
Stoklosa, Madeline	253-4457	4
Turner, Brooke	533-6149	5
Urbanczyk, Felicia	867-8831	8
Wood, Sarah	310-0632	1

Shift Grouping	Program(s)	Monday	Tuesday	Wednesday	Thursday	Friday
1	Summer Day Camp	9:00AM - 4:20 PM (30 Minute Break)	9:00AM - 4:20 PM (30 Minute Break)	9:00AM - 4:20 PM (30 Minute Break)	9:00AM - 4:20 PM (30 Minute Break)	9:00AM - 4:20 PM (30 Minute Break)
2	Summer Day Camp	9:30 AM - 4:50 PM (30 Minute Break)	9:30 AM - 4:50 PM (30 Minute Break)	9:30 AM - 4:50 PM (30 Minute Break)	9:30 AM - 4:50 PM (30 Minute Break)	9:30 AM - 4:50 PM (30 Minute Break)
3	Pre-Camp & Summer Fun (AM)	7:15 AM - 10:00 AM	7:15 AM - 12:15 PM	7:15 AM - 10:00 AM	7:15 AM - 12:15 PM	7:15 AM - 10:00 AM
4	Pre-Camp	7:15 AM - 10:15 AM	7:15 AM - 10:15 AM	7:15 AM - 10:15 AM	7:15 AM - 10:15 AM	7:15 AM - 10:15 AM
5	Post Camp & Summer Fun (PM)	3:00 - 5:45 PM	1:00 PM - 5:45 PM	3:00 - 5:45 PM	1:00 PM - 5:45 PM	3:00 - 5:45 PM
6	Post Camp	3:00 - 5:45 PM	3:00 - 5:45 PM	3:00 - 5:45 PM	3:00 - 5:45 PM	3:00 - 5:45 PM
7	Pre-Camp & Post-Camp	7:15 AM - 10:00 AM and 3:00 - 5:45 PM	7:15 AM - 10:00 AM and 3:00 - 5:45 PM	7:15 AM - 10:00 AM and 3:00 - 5:45 PM	7:15 AM - 10:00 AM and 3:00 - 5:45 PM	7:15 AM - 10:00 AM and 3:00 - 5:45 PM
8	Day Camp Director	8:00 AM - 4:00 PM (60 Minute Break)	8:00 AM - 4:00 PM (60 Minute Break)	8:00 AM - 4:00 PM (60 Minute Break)	8:00 AM - 4:00 PM (60 Minute Break)	8:00 AM - 4:00 PM (60 Minute Break)
9	Day Camp Program Coord	9:30 AM - 5:30 PM (60 Minute Break)	9:30 AM - 5:30 PM (60 Minute Break)	9:30 AM - 5:30 PM (60 Minute Break)	9:30 AM - 5:30 PM (60 Minute Break)	9:30 AM - 5:30 PM (60 Minute Break)
10	Summer Fun Supervisor	7:15 AM - 3:15 PM (Break 12:10-1:10 PM)	7:15 AM - 3:15 PM (Break 12:10-1:10 PM)	7:15 AM - 3:15 PM (Break 12:10-1:10 PM)	7:15 AM - 3:15 PM (Break 12:10-1:10 PM)	7:15 AM - 3:15 PM (Break 12:10-1:10 PM)

REMINDERS

+If you work more than 6 hours, you are required to take a minimum of a 30 minute break.
+ You cannot work more than 7 hours in one day.
+Breaks are unpaid
+If you are unable to work your shift, you must provide two (2) weeks written notice or find someone to cover your shift
+Shifts/Assignments are subject to change at anytime, without notice
+You must clock in/out using the time clock system at the start/end of your shift and start/end of your break.
+You should report to the West Seneca Ice Rink on time for your shift. When you arrive see your program supervisor.
+You can clock in a maximum of 5 minutes before your shift start time and a maximum of 5 minutes as your shift end time.
+I have received a copy of the Summer 2018 Schedule which goes into effect June 25, 2018. I understand when I am scheduled to work.

I understand the above schedule and policies.

PRINT NAME:
SIGNATURE:
DATE:

TO CONFIRM WRITE THE NUMBER OF YOUR SHIFT AS LISTED ABOVE: