

TOWN OF WEST SENECA RECREATION

ICE RINK STAFF SCHEDULE

THIS SCHEDULE IS FOR THE 2018-19 SEASON AND IS SUBJECT TO CHANGE AT ANY TIME. UPDATED 12/10/2018

SEASON START DATE: 10/11/2018 SEASON END DATE: 04/01/2019.

REGULAR SEASON SCHEDULE

DAY	TUESDAY	WEDNESDAY	THURSDAY	SATURDAY	SUNDAY (+1)
TIME	9:15 AM – 11:30 AM	6:35 – 8:25 PM	9:15 AM – 11:30 AM	1:05 – 3:10 PM	1:05 – 3:10 PM
RINK GUARD	ELAINE COREY	BRIAN GORMAN	ELAINE COREY	JOE GORMAN	JOE GORMAN
RINK GUARD	X	MICHAEL CRUZ	X	ZACH NICKANDER	ZACH NICKANDER
RINK GUARD	X	JOE DRAJEM*	X	SAM FENEZIANI**	SAM FENEZIANI**
RINK GUARD	X	SAM FENEZIANI**	X	MICHAEL CRUZ	EMMAKAY CISLO
RINK GUARD	X	NICOLE STRAWDER*	X	NICOLE STRAWDER*	JUSTIN SULLIVAN
RINK GUARD	X	X	X	X	X
RINK SUPERVISOR	X	LAUREN GLAWATZ*	X	LAUREN GLAWATZ*	JOE DRAJEM*

NON-REGULAR SEASON SCHEDULE

THE FOLLOWING HOLIDAY SKATE DATES WILL TAKE PLACE FROM 12:00 – 1:50 PM. FOR STAFFING ON THOSE DAYS, WE WILL FOLLOW THE REGULAR STAFF SCHEDULE FOR THE DAY WRITTEN NEXT TO IT. (I.E. ON NOVEMBER 23, 2018 THOSE WHO WORK THE WEDNESDAY SHIFT ARE SCHEDULED FOR NOVEMBER 23, 2018 FROM 11:50AM – 2:00 PM).

DATE	SHIFT TIME	SHIFT GROUP COVERING
NOVEMBER 12, 2018	11:50 AM – 2:00 PM	SUNDAY
NOVEMBER 23, 2018	11:50 AM – 2:00 PM	WEDNESDAY
DECEMBER 27, 2018	11:50 AM – 2:00 PM	SATURDAY
DECEMBER 28, 2018	11:50 AM – 2:00 PM	SUNDAY
FEBRUARY 21, 2018	11:50 AM – 2:00 PM	WEDNESDAY
FEBRUARY 22, 2018	11:50 AM – 2:00 PM	SATURDAY

NO SKATING PROGRAMS / STAFF SHOULD NOT REPORT:

- ~~10/31/2018 – HALLOWEEN (W)~~
- ~~11/21/2018 – DAY BEFORE THANKSGIVING (W)~~
- ~~11/22/2018 – THANKSGIVING (TR)~~
- 12/24/2018 – CHRISTMAS EVE (M)
- 12/25/2018 – CHRISTMAS DAY (T)
- 12/26/2018 – DAY AFTER CHRISTMAS (W)
- 12/31/2018 – NEW YEARS EVE (M)
- 1/1/2019 – NEW YEARS DAY (T)
- 1/21/2019 – MLK DAY (M)
- 2/18/2019 – PRESIDENTS DAY (M)
- 3/23/2018 – LUKE GOLD (S)
- 3/27/2019 – WSYHA TRYOUTS (W)

MANDATORY EVENTS & SHIFTS

DATE	SHIFT TIME	EVENT	NOTES	LOCATION
10/26/2018	5:45 PM – 8:30 PM	ENCHANTED PATH	MANDATORY FOR ALL SHIFT GROUPS	VETERANS PARK
12/23/2018	1:00 – 3:15 PM	SKATE WITH SANTA	MANDATORY FOR ALL SHIFT GROUPS	ICE RINK
12/2/2018	8:00 – 11:40 AM	BREAKFAST W. SANTA	MANDATORY FOR ALL SHIFT GROUPS	SENIOR CENTER 4620 SENECA ST

MANDATORY STAFF ORIENTATION

A MANDATORY STAFF ORIENTATION WILL TAKE PLACE AT THE WEST SENECA ICE RINK ON OCTOBER 10, 2018 AT 3:30 PM. THIS ORIENTATION IS MANDATORY FOR ALL 2018-19 EMPLOYEES. STAFF MUST BRING THEIR ICE SKATES.

REMINDERS:

BELOW ARE A FEW REMINDERS THAT MUST BE ADHERED TO AT ALL TIMES. FAILURE TO ADHERE TO ALL TOWN OF WEST SENECA YOUTH & RECREATION DEPARTMENT POLICIES AND PROCEDURES WILL RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING DISCHARGE.

- 1.) YOU SHOULD ARRIVE ON TIME FOR YOUR SHIFT. YOU MUST CLOCK IN/OUT USING THE TIME CLOCK LOCATED INSIDE THE BUILDINGS & GROUNDS ROOM. YOU SHOULD NOT CLOCK IN MORE THAN 5 MINUTES PRIOR TO YOUR SHIFT START TIME. YOU SHOULD CLOCK OUT NO LATER THAN 5 MINUTES AFTER YOUR SHIFT END TIME. YOU MUST CLOCK IN/OUT USING THE TIME CLOCK SYSTEM AT THE START/END OF YOUR SHIFT AND START/END OF YOUR BREAK. BREAKS ARE UNPAID. IF YOU FAIL TO DO SO PLEASE REPORT THIS TO EMILY BAKER WITHIN 24 HOURS. FAILURE TO COMPLY COULD RESULT IN YOUR PAYCHECK BEING INCORRECT AND/OR DELAYED. MULTIPLE OFFENSES OF NOT USING THE TIME CLOCK CORRECTLY COULD RESULT IN A WRITE UP FOLLOWED BY TERMINATION.
- 2.) YOU MUST PROVIDE YOUR SUPERVISOR WITH A REQUEST OFF FORM COMPLETED IN FULL. PLEASE NOTE: IF YOU ARE UNABLE TO WORK YOUR ASSIGNED SHIFT AND DO NOT GIVE 3 WEEKS PRIOR NOTICE IT IS YOUR REASONABILITY TO FIND A REPLACEMENT FOR THAT SHIFT. IF YOU "CALL IN" YOU MUST HAVE A DOCTOR'S NOTE OR PROOF OF EMERGENCY. THREE (3) UNEXCUSED ABSENCES MAY RESULT IN DISMISSAL.
- 3.) WEST SENECA YOUTH & RECREATION RESERVES THE RIGHT TO CANCEL ANY PROGRAM DATE/ EMPLOYEE SHIFT AT ANY TIME, FOR ANY REASON.
- 4.) IF PROGRAM NUMBERS ARE LOW, EMPLOYEES MAY BE SENT HOME EARLY.
- 5.) YOU MUST BRING ICE SKATES TO EVERY SHIFT. IF YOU DO NOT HAVE YOUR ICE SKATES YOU MAY BE SENT HOME WITHOUT PAY.

EMPLOYEE PHONE DIRECTORY:

PLEASE BE ADVISED YOU SHOULD NEVER GIVE OUT ANY OF THE BELOW PHONE NUMBERS TO ANY PERSON.

[illegible]

ACKNOWLEDGEMENT

I HAVE RECEIVED A COPY OF THE 2018-19 ICE RINK STAFF SCHEDULE (2 PAGES) AND THE STAFF MANUEL (SEPARATE DOCUMENT). I UNDERSTAND ALL OF THE INFORMATION PROVIDED TO ME REGARDING MY SCHEDULED SHIFT(S), DEPARTMENT, ICE RINK AND EMPLOYEE RULES/POLICIES.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____