

TOWN OF WEST SENECA RECREATION

ICE RINK STAFF SCHEDULE

THIS SCHEDULE IS FOR THE 2017-18 SEASON AND IS SUBJECT TO CHANGE AT ANY TIME.

SEASON START DATE: 10/11/2017 SEASON END DATE: 04/08/2018.

Revised Schedule Effective 12/25/2017**REGULAR SEASON SCHEDULE**

DAY	TUESDAY	WEDNESDAY	THURSDAY	SATURDAY	SUNDAY
TIME	9:15 AM – 11:30 AM	6:30 – 7:50 PM	9:15 AM – 11:30 AM	1:05 – 3:15 PM	1:05 – 3:15 PM
RINK GUARD	ELAINE	GABRIELLE	ELAINE	PETER	JOE
RINK GUARD	X	ALEXA	X	JOSH	SAM
RINK GUARD	X	ZACH	X	JACOB	BRYAN
RINK GUARD	X	JOE	X	KELSEY	JOE
HEAD RINK GUARD	X	LAUREN	X	EMILY	EMILY

NON-REGULAR SEASON SCHEDULE

THE FOLLOWING HOLIDAY SKATE DATES WILL TAKE PLACE FROM 11:50 AM – 2:00 PM. FOR STAFFING ON THOSE DAYS, WE WILL FOLLOW THE REGULAR STAFF SCHEDULE FOR THE DAY WRITTEN NEXT TO IT. (I.E. ON NOVEMBER 10, 2017 THOSE WHO WORK THE WEDNESDAY SHIFT ARE SCHEDULED FOR NOVEMBER 10, 2017 FROM 11:50AM – 2:00 PM).

DATE	SHIFT TIME	SHIFT GROUP COVERING
FRIDAY NOVEMBER 10, 2017	11:50AM - 2:00 PM	WEDNESDAY
FRIDAY NOVEMBER 24, 2017	11:50AM - 2:00 PM	SATURDAY
TUESDAY DECEMBER 26, 2017	11:50AM - 2:00 PM	SUNDAY
THURSDAY DECEMBER 28, 2017	11:50AM - 2:00 PM	WEDNESDAY
FRIDAY DECEMBER 29, 2017	11:50AM - 2:00 PM	SATURDAY
MONDAY JANUARY 15, 2018	11:50AM - 2:00 PM	SUNDAY
MONDAY FEBRUARY 19, 2018	11:50AM - 2:00 PM	WEDNESDAY
TUESDAY FEBRUARY 20, 2018	11:50AM - 2:00 PM	SATURDAY
THURSDAY FEBRUARY 22, 2018	11:50AM - 2:00 PM	SUNDAY
FRIDAY FEBRUARY 23, 2018	11:50AM - 2:00 PM	WEDNESDAY
MONDAY APRIL 2, 2018	11:50AM - 2:00 PM	SATURDAY
TUESDAY APRIL 3, 2018	11:50AM - 2:00 PM	SUNDAY
THURSDAY APRIL 5, 2018	11:50AM - 2:00 PM	WEDNESDAY
FRIDAY APRIL 6, 2018	11:50AM - 2:00 PM	SATURDAY

NO SKATING PROGRAMS / STAFF SHOULD NOT REPORT:

11/23/2017 – THANKSGIVING DAY
 12/23/2017 – WSYHA TRAVEL
 12/24/2017 – CHRISTMAS EVE
 12/25/2017 – CHRISTMAS DAY
 12/31/2017 – NEW YEARS EVE
 1/1/2018 – NEW YEARS DAY
 3/24/2018 – LUKE GOLD TOURNAMENT
 3/28/2018 – WSYHA TRYOUTS
 3/31/2018 – EASTER SATURDAY
 4/1/2018 – EASTER

MANDATORY EVENTS & SHIFTS

DATE	SHIFT TIME	EVENT	NOTES	LOCATION
11/27/2017	5:45 PM – 8:30 PM	ENCHANTED PATH	MANDATORY FOR ALL SHIFT GROUPS	1250 UNION ROAD
12/2/2017	1:00 – 3:15PM	SKATE WITH SANTA	MANDATORY FOR ALL SHIFT GROUPS	ICE RINK
12/10/2017	8:00 – 11:40 AM	BREAKFAST W. SANTA	MANDATORY FOR ALL SHIFT GROUPS	SENIOR CENTER 4620 SENECA ST
3/25/2018	1:00 – 3:15PM	SKATE WITH THE EASTER BUNNY	MANDATORY FOR ALL SHIFT GROUPS	ICE RINK

Revised Schedule Effective 11/13/2017

MANDATORY STAFF ORIENTATION

A MANDATORY STAFF ORIENTATION WILL TAKE PLACE AT THE WEST SENECA ICE RINK ON **OCTOBER 10, 2017 AT 4:00 PM**. THIS ORIENTATION IS MANDATORY FOR ALL 2017-18 EMPLOYEES.

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 INFORM EMILY BAKER IN WRITING OF ANY REQUESTS OFF A MINIMUM OF 3 WEEKS PRIOR TO THE DATE YOU ARE REQUESTING OFF. 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.

Employee contact info removed on website schedule.

EMPLOYEE ALERTS

PUSH NOTIFICATIONS (SMART PHONE REQUIRED): IF YOU HAVE A SMART PHONE, GET PUSH NOTIFICATIONS ON YOUR IPHONE OR ANDROID PHONE, OPEN YOUR WEB BROWSER AND GO TO THE FOLLOWING LINK: RMD.AT/RINKSTAFF. FOLLOW THE INSTRUCTIONS TO SIGN UP FOR REMIND. YOU'LL BE PROMPTED TO DOWNLOAD THE MOBILE APP.

TEXT NOTIFICATIONS (MOBILE PHONE REQUIRED): IF YOU DO OR DON'T HAVE A SMART PHONE, GET TEXT NOTIFICATIONS. TEXT THE MESSAGE @RINKSTAFF TO THE NUMBER 81010. IF YOU'RE HAVING TROUBLE WITH 81010, TRY TEXTING @RINKSTAFF TO (856) 437-4699. * STANDARD TEXT MESSAGE RATES APPLY
DON'T HAVE A MOBILE PHONE? GO TO RMD.AT/RINKSTAFF ON A DESKTOP COMPUTER TO SIGN UP FOR EMAIL NOTIFICATIONS.

ACKNOWLEDGEMENT

I HAVE RECEIVED A COPY OF THE **2017-18** 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: _____