

<b>First Name (Print)</b>	
<b>Last Name (Print)</b>	

***Congratulations*** on your employment with the Town of West Seneca. You will need to complete the HR ONBOARDING PACKET in addition to this document and turn them both in by June 2, 2022 at 3:00 PM. Information on how to turn in these documents can be found below. Information regarding your title/role and pay rate can be found in the email we sent you with this document attached.

**HR Onboarding Packet**

I understand that the required onboarding packet can be found at the link below. If I need a printed copy of the packet, I must email [lmasset@twswny.org](mailto:lmasset@twswny.org) within 48 hours of receiving the onboarding packet via email. I must complete the packet in full, attach any required documents in full and complete any required tasks by June 2, 2022 at 3:00 PM. If I do not have my packet completed in full, with all required documents in full and complete any and all required tasks and TURNED IN by June 2, 2022, my employment will be terminated.

Employees must drop off their completed onboarding packets on May 31 or June 2, 2022 between 12:30 - 3:00 PM (must arrive by 2:45 PM), in the Community Center and Library, Youth Gym (1300 Union Road). If for some reason you are unable to attend both of the pre-set onboarding packet drop off dates and times you must email Lisa Scibetta <[lscibetta@ebchcm.com](mailto:lscibetta@ebchcm.com)> by May 27, 2022 at 4:00 PM to set up a different drop off date/time. **Packets cannot be dropped off to the Town outside of the May 31 or June 2, 12:30 - 3:00 PM window, unless arrangements are made ahead of time.**

**The HR ONBOARDING PACKET CAN BE FOUND HERE (PDF):**

1. **New Employees** - Use this form if you have NEVER worked for the West Seneca Recreation before:  
[http://www.westseneca.net/application/files/5716/5245/9364/Part-time\\_New\\_Hire\\_Packet\\_2022.pdf](http://www.westseneca.net/application/files/5716/5245/9364/Part-time_New_Hire_Packet_2022.pdf)  
Please note for NEW EMPLOYEES - When you return the completed new hire paperwork, please be sure to include appropriate identification as required for the Form I-9. You will find a list of acceptable documents on page three of the Form. One form of ID is needed for List A; other one form of ID will be needed for List B AND List C.
2. **Returning Employees** - Use this form if you HAVE worked for West Seneca Recreation before:  
[http://www.westseneca.net/application/files/3116/5245/9400/Seasonal\\_Re-Hire\\_Packet\\_2022.pdf](http://www.westseneca.net/application/files/3116/5245/9400/Seasonal_Re-Hire_Packet_2022.pdf)

Failure to turn in your onboarding packet completed in full, with all required documents could result in you being removed from the schedule (ie: your start date being delayed) for up to one week, from the time that your packet is completed and submitted in full.

<b>Print Name (First, Last)</b>	
<b>Signature</b>	
<b>Date</b>	

**Acknowledgement of Communication**

I understand that the Town of West Seneca will not discuss details of my application status and/or employment with anyone but me regardless of my age. This means the Town of West Seneca will not discuss details of my applications status and/or employment with my parents, guardians, siblings, family members, teachers, coaches, etc. Further, I understand I must complete and sign all of my employment documents.

Print Name (First, Last)	
Signature	
Date	

**Acknowledgement of Summer Bonus Requirements**

I understand that I will qualify for the Summer 2022 Bonus if and only if:

1. I obtain all required certifications by June 22, 2022 and have them on file with the West Seneca Youth & Recreation Office **AND** All of my certifications must be valid through September 1, 2022. Notes: Proof of enrollment in a course does not qualify. Certifications must be emailed as a pdf to [lmasset@twсны.org](mailto:lmasset@twсны.org) by June 22, 2022.
2. I understand that I must work the entire length of the season (opening date - closing date).
3. I understand that I must attend all mandatory orientations, training, in-services, meetings, etc. during the regular season and pre/post season.
4. I attend all my shifts that I am scheduled for OR I find shift coverage for the shifts I am unable to attend. This is for all request off types. If the department must find my coverage or there is no coverage then I do not qualify for the bonus.
5. I must have no disciplinary action for the entire season. This includes but is not limited to verbal, written, final or an investigation.
6. I understand that if the program shuts down for any reason including but not limited to COVID-19 my bonus amount may be affected and could be issued at a lesser amount and/or not issued at all.
7. The bonus amount is: \$TBD based on position. Amounts can be found online at [www.westsenecarecreation.com](http://www.westsenecarecreation.com).

West Seneca Youth & Recreation will submit the bonus requests on or around September 1 to issue the bonus to qualifying Summer employees to the Finance Department.

More information regarding the Summer 2022 Employee Bonus can be found here:

<https://westsenecany.myrec.com/info/news/details.aspx?NewsID=4539>

Print Name (First, Last)	
Signature	
Date	

**Summer Employment - 2022 Acknowledgements Form****Page 3 of 8****Working Papers**

I understand that my employment is contingent upon me turning in my valid working papers (green) to the Recreation Office located at 1300 Union Road, West Seneca, NY, 14224 no later than June 2, 2022 if I am currently under the age of 18. The office will accept these Monday - Friday from 9:30 AM - 11:30 AM or 2:30 - 4:30 PM. The department is closed on some holidays. Call 716-674-6086 before you come, if you are unsure if we are open. You need to contact your school if you need working papers. Failure to turn in your working papers could result in you being removed from the schedule (ie: your start date being delayed) for up to one week, after the time your working papers are submitted.

Print Name (First, Last)	
Signature	
Date	

**Mandatory Staff Orientations**

A mandatory orientation will be held for all Recreation Program Staff at a date and time TBD. The Camp Director will notify you of the date by mid-June (Camp Director begins employment on June 1). If you do not attend the orientation your employment will be terminated.

Print Name (First, Last)	
Signature	
Date	

**Schedule:**

Recreation Programs (Summer Fun) - I understand that my employee work schedule starts July 11, 2022 and ends August 6, 2022. My days and hours of work, between July 11 - August 6, 2022 are 9:00 AM - 12:00 PM every Monday, Tuesday, Wednesday and Thursday. I need to attend all of my shifts in order to qualify for the bonus.

Print Name (First, Last)	
Signature	
Date	

**Acknowledgement of Break and Work Periods**

On each scheduled workday, employees will be required to clock in at the start of their shift, out at the end of their shift and clock in/out for meal times or breaks. Employees will be granted a minimum thirty (30) minute work break for any shift they work which is over six hours. Employees should not clock in more than five (5) minutes before their sign in time (start of shift, end of break), more than (5) minutes after their sign out time (End of shift, start of break). Employees who are "regular part-time" cannot exceed 19 hours per week. Employees who are "part-time" seasonal cannot exceed 35 hours per week. Employees who are on "off-site" trips will have their breaks automatically deducted when applicable. This document can be viewed online anytime at

[www.westsenecarecreation.com](http://www.westsenecarecreation.com) > general info > employee information or direct link:

<http://www.westseneca.net/employee-information#gsc.tab=0>

Print Name (First, Last)	
Signature	
Date	

**Acknowledgement of Being Sent Home Early or Being Removed from the Schedule**

I understand that I could be called off (removed from my scheduled shift and/or shifts) for any reason, at any time, for any length of time. I understand that I could be sent home early, for any reason, at any time. Furthermore, I understand that the provision of NYS minimum wage order, which requires that employees who show up for a shift be paid at least four hours or the number of hours in the regularly scheduled shift, whichever is less, at the basic minimum hourly wage (12 NYCRR §142-2.3), **does not apply to local government employees** in NY. Specifically, Section 142-2.14 of the minimum wage order which defines "employee" wage order provides that a. Employee means any individual employed, suffered, or permitted to work by an employer, except as provided below. b. Employees does not include any individual employed by a Federal, State or municipal government or political subdivision.

Print Name (First, Last)	
Signature	
Date	

**Acknowledgement of Request Off Policy**

As outlined in the Employee Handbook:

"If you are unable to work your shift, you are required to find someone to cover your shift. To request time off, employees need to complete a *Time Off Request Form*. In order to properly schedule for the absence of employees, please provide as much advance notice as possible (*Minimum of 3 weeks*). Keep in mind that it is more likely to get time off requests approved if you give substantial advance notice as your immediate supervisor will have more time to plan for your absence and coordinate the assignment of your job duties. There may be instances in which time off requests are denied based on departmental needs and/or other staffing issues. If your request is denied and you do not show up for your shift, you will be considered a no call, no show. If you agree to cover a shift below and do not show up for the shift, you will be considered a no call, no show. If you do not receive confirmation that your request was approved or denied within five (5) business days, you must follow up with Lauren J. Masset (lmasset@twyny.org) to confirm the request was received. Blank forms can be obtained (a) westseneca.net (b) direct supervisor (c) program site (d) recreation office"

As outlined to qualify for the Summer 2022 Bonus:

2. I understand that I must work the entire length of the season (opening date - closing date).
3. I understand that I must attend all mandatory orientations, training, in-services, meetings, etc. during the regular season and pre/post season.

4. I attend all my shifts that I am scheduled for OR I find shift coverage for the shifts I am unable to attend. This is for all request off types. If the department must find my coverage or there is no coverage the I do not qualify for the bonus.

Print Name (First, Last)	
Signature	
Date	

**Receipt of Staff Manual**

I acknowledge that I have received a copy of the Town of West Seneca Youth & Recreation Employee Handbook. I agree to read it thoroughly and if there is any policy or provision in the Manual that I do not understand, I will seek clarification from Human Resources. I understand that the Town of West Seneca is an "at will" employer, and as such, employment with the Town is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. I understand that this Manual does not constitute a contract of employment and that no Department Head or other representative of the Town (except the Board) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. I understand that any such agreement must be in writing and signed by the Board to be effective. In addition, I understand that this Manual states the Recreation Department's policies and practices in effect on the date of publication. I understand that nothing contained in the Manual may be construed as creating a promise of future benefits or a binding contract with the Department or the Town for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified, or terminated at any time, with or without advance notice to me. This document can be found online at any time, see above for how to access it. The staff manual can be found here: <http://www.westseneca.net/employee-information#gsc.tab=0>

Print Name (First, Last)	
Signature	
Date	

**Receipt of Social Networking Policy**

I acknowledge that I have received a copy of the Town of West Seneca Social Networking Policy. I agree to read it thoroughly and if I have any questions, I will seek clarification from Human Resources. This can be found inside the Employee Handbook (<http://www.westseneca.net/employee-information#gsc.tab=0>)

Print Name (First, Last)	
Signature	
Date	

**Receipt of Sexual Harassment Prevention Policy**

I acknowledge that I have received a copy of the Town of West Seneca's Sexual Harassment Prevention Policy. I agree to read it thoroughly and if there is any provision in the Policy that I do not understand, I will seek clarification from Human Resources. This can be found inside the Employee Handbook and/or online at any time (<http://www.westseneca.net/employee-information#gsc.tab=0>)

Print Name (First, Last)	
Signature	
Date	

**Acknowledgement of Cash Control Policy**

I have read and understand the West Seneca Youth & Recreation Cash Control Narrative. I agree to follow the narrative during my employment with West Seneca Youth & Recreation. This can be found online at any time. This document can be viewed online anytime at <http://www.westseneca.net/employee-information#gsc.tab=0>

Print Name (First, Last)	
Signature	
Date	

**Acknowledgement of COVID-19 Isolation and Quarantine Policy**

I acknowledge that I have received a copy of the COVID-19 Quarantine/Isolation Policy. I agree to read it thoroughly and if I have any questions, I will seek clarification from Human Resources. This can be found online at any time. This document can be viewed online anytime at <http://www.westseneca.net/employee-information#gsc.tab=0>

Print Name (First, Last)	
Signature	
Date	

**First Aid and Basic Life Support CPR Certification Course**

West Seneca Youth & Recreation will host a BLS CPR and First Aid class, for both new and re-certifications, on June 8, 2022 from 2:00 - 7:00 PM at the Community Center and Library. Please email [lmasset@twсны.org](mailto:lmasset@twсны.org) for more information including fees, how to sign up, etc. if you are interested. Pre-registration is required.

No signature required.

**Certification Deadlines**

I understand that my required certifications must be turned into the department by June 22, 2022 (in full) or my employment will be terminated. The department needs them by the deadline to prepare for the season. Note: Certifications must be turned in, in full by June 22, 2022 to qualify for the bonus.

If I need a list of required certifications, they are included in this document in the Required Staff Certifications.

Proof of enrollment in a course does not qualify me for the bonus or as certifications turned in. If I turn in my certifications on June 23, 2022 or later I will not qualify for the bonus.

I understand that if I am unsure of or have questions on qualifications or certification requirements for these positions, I need to email Lauren Masset at [lmasset@twсны.org](mailto:lmasset@twсны.org) no later than June 2, 2022.

I understand that proof of enrollment does not qualify and will not be accepted.

I understand that all certifications must be emailed to [lmasset@twсны.org](mailto:lmasset@twсны.org) in .pdf form.

Print Name (First, Last)	
Signature	
Date	

## Summer Employment - 2022 Acknowledgements Form

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### Required Staff Certifications

List As of NYSDOH February 2022 List / The NYSDOH could change their requirements at anytime with no notice. You are required to find and pay for your own courses. Your bonus (if you qualify) will offset the cost of the certifications and in most cases exceed the cost. If you are unsure what course or courses to enroll in, please email [lmasset@twyny.org](mailto:lmasset@twyny.org) no later than June 2, 2022 with the course name, course provider and link. All certifications must be valid until September 1, 2022. In order to qualify for the bonus you must turn in your valid certifications in full no later than June 22, 2022 (regardless of your position). Proof of enrollment in a course does not qualify you for the bonus. Certifications must be submitted via email to [lmasset@twyny.org](mailto:lmasset@twyny.org) in .pdf format. BLS/CPR is only valid one year from the issue date, regardless of the expiration date printed on the card.

### Required for Recreation Programs "Summer Fun" (18+)

- ☐ BLS/CPR\* Certification from this list:  
<https://www.health.ny.gov/environmental/outdoors/camps/docs/cpr.pdf>  
Please note that BLS/CPR is only valid one year from the issue date, regardless of the expiration date printed on the card.
- ☐ First Aid\* Certification from this list: <https://www.health.ny.gov/environmental/outdoors/camps/docs/firstaid.pdf>
- ☐ See the section of this document titled "*First Aid and Basic Life Support CPR Certification Course*" for courses the department is offering.
- ☐ An Epi-Pen certification may be required, based on enrollment. This is TBD and you will be informed if needed at a later time. The department will assist you in receiving this certification if it is required.

I understand the above listed certification requirements.

Print Name (First, Last)	
Signature	
Date	

### Employee Checklist:

Please review this checklist to ensure that you have all of the documents you need in full, prior to attending one of our drop of sessions.

- ☐ HR ONBOARDING PAPERWORK
  - ☐ New Employees - Use this form if you have NEVER worked for the West Seneca Recreation before:  
[http://www.westseneca.net/application/files/5716/5245/9364/Part-time\\_New\\_Hire\\_Packet\\_2022.pdf](http://www.westseneca.net/application/files/5716/5245/9364/Part-time_New_Hire_Packet_2022.pdf)
  - ☐ Returning Employees - Use this form if you HAVE worked for West Seneca Recreation before:  
[http://www.westseneca.net/application/files/3116/5245/9400/Seasonal\\_Re-Hire\\_Packet\\_2022.pdf](http://www.westseneca.net/application/files/3116/5245/9400/Seasonal_Re-Hire_Packet_2022.pdf)
- ☐ Summer Employment - 2022 Acknowledgement Form Completed in Full (THIS FORM)
- ☐ Valid certifications or proof of enrollment in the correct courses.
- ☐ If under the age of 18 - Original valid working papers attached.
- ☐ If NEW Employee - Appropriate identification as required for the Form I-9 (found in the HR ONBOARD PAPERWORK packet). You will find a list of acceptable documents on page three of the Form. One form of ID is needed for List A; other one form of ID will be needed for List B AND List C.

Employees must drop off their completed onboarding packets on May 31 or June 2, 2022 between 12:30 - 3:00 PM (must arrive by 2:45 PM), in the Community Center and Library, Youth Gym (1300 Union Road). If for some reason you are unable to attend both of the pre-set onboarding packet drop off dates and times you must email Lisa Scibetta <[lscibetta@ebchcm.com](mailto:lscibetta@ebchcm.com)> by May 27, 2022 at 4:00 PM to set up a different drop off date/time. **Packets cannot be dropped off to the Town outside of the May 31 or June 2, 12:30 - 3:00 PM window, unless arrangements are made ahead of time.**