



TOWN OF WEST SENECA

TOWN SUPERVISOR
SHEILA M. MEEGAN
TOWN COUNCIL
EUGENE P. HART
WILLIAM P. HANLEY, JR.

TO: Honorable Town Board / Town of West Seneca
FROM: Lauren J. Masset
Recreation Supervisor
DATE: April 12, 2017
RE: Status Change for Emily Baker (Youth Service Coordinator PT)

Dear Honorable Town Board,

Kindly change the status of Emily Baker from part-time to part-time seasonal effective May 22, 2017, and ending October 8, 2017.

Emily assists with our various department programs and tasks.

Please authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Respectfully Submitted,

Lauren J. Masset
Recreation Supervisor

NOTES:

Part-Time Seasonal: Allows a regular part-time employee to work a maximum of 35 hours per week for up to five months per year. Regular part-time employees work a maximum of 19 hours per week.

EB 2017 PTS Week #	2017 Monday Date	2017 Sunday Date
1	May 22	May 28
2	May 29	June 4
3	June 5	June 11
4	June 12	June 18
5	June 19	June 25
6	June 26	July 2
7	July 3	July 9
8	July 10	July 16
9	July 17	July 23
10	July 24	July 30
11	July 31	August 6
12	August 7	August 13
13	August 14	August 20
14	August 21	August 27
15	August 28	September 3
16	September 4	September 10
17	September 11	September 17
18	September 18	September 24
19	September 25	October 1
20	October 2	October 8