

**Recreation Part-Time Summer Employee Bonus (2024)**

A bonus will be offered to Summer 2024 employees who meet the following criteria at the end of the season.

1. Employees who obtained all required certifications, on their own, by June 14, 2024 (or on boarding date, if hired after June 14, 2024). All required certifications must be valid until September 1, 2024. Notes: Proof of enrollment in a course does not qualify. Certifications must be emailed as a pdf to [lmasset@twsny.org](mailto:lmasset@twsny.org) by June 14, 2024 (or by onboarding date if hired after June 14, 2024). Required certifications can be found in the titles job description at [www.westsenecarecreation.com](http://www.westsenecarecreation.com)
2. Employees who have worked the entire length of the season (opening date – closing date) without interruption. If the season closing date falls after September 1, 2024, the employees whose certifications expired will not be permitted to work after their certification expiration date but will not be penalized for the bonus.
3. Employees who attended all mandatory orientations, trainings, in-services, meetings, etc. during the regular season and pre/post season. The employee must have signed in/out using the SwipeClock system for all shifts, orientations, trainings, in-services, meetings, etc. The employee must also have signed the sign in/out sheet for orientations, trainings, in-services, meetings.
4. Employees who attended all their shifts (entire length of shift) or found shift coverage for the shifts they are unable to attend. This is for all request off types. The coverage found must be of the same level (i.e.: Head Lifeguard for Head Lifeguard). If the department must find the coverage or there is no coverage the employee does not qualify for the bonus. The department will assign shifts as needed, not based on availability. It is the employee's responsibility to attend their shift and/or find coverage.
5. Employees who had no disciplinary action for the entire season. This includes but is not limited to verbal, written, final or an investigation.

The Recreation Department/Recreation Department Town Board Liaison/HR Department will review each circumstance on a case-by-case basis prior to making any decisions regarding bonus qualification rejection at the end of the season.

If the employee is fully certified and has presented certification by June 14, 2024, and accepted employment as approved by the Town Board, and the Town is unable to run the summer program, the employee will receive 25% of the bonus for the program they were hired for.

If the employee is fully certified and has presented certification by June 14, 2024 and accepted employment as approved by the Town Board, and the Town is forced to shut down the summer program after it has already started, the employee will receive (a) the bonus at a pro-rated amount based on how many weeks the program has already run for or (b) 50% of the bonus for the program they were hired for. The employee will be issued the lesser amount.

The bonus would be submitted to the finance department on or around September 13, 2024, to issue to Summer 2024 employees. The attached "End of Season Qualification Form" would be used. Employees would be required to sign the "Onboarding Employee Acknowledgement of Summer Bonus Requirements" during the on boarding process.

Offering a bonus over a certification reimbursement will still offset the cost of a certification course and would hopefully allow us to find qualified staff, avoid employees requesting off/no call, no show for their shift causing the program to close/cancel last minute and ensure all employees follow the policies set forth by the Town.

There is no guarantee that by offering a reimbursement or bonus that the Town will find enough applicants to run our summer programs. Further, if we do hire enough staff, this does not guarantee a staffing shortage caused by COVID-19 and/or a closure/shut down or for any reason related or not related to COVID-19. If an employee is placed in quarantine, they must follow the Town of West Seneca COVID-19 Quarantine Policy. This will not affect their bonus. If an employee cannot attend a shift due to another medical/health issue and provides a doctors note this will not affect their bonus.

**Bonus Amounts:**

Pool Supervisor PT \$500

Recreation Program Leader PT \$500

Assistant Pool Supervisor PT \$400

Head Lifeguard PT \$300

Lifeguard PT \$250

Recreation Program Staff PT \$250

Clerk Typist PT \$100 (Effective June 14 – September 1, 2024. In the event Summer 2024 programs DO NOT RUN in full ((recreation and pool)) the bonus would NOT apply).

**Onboarding Employee Acknowledgement of Summer Bonus Requirements**

I understand that I will qualify for the Summer 2024 Bonus if and only if:

1. I obtain all required certifications, by June 14, 2024 (or if hired after June 14, 2024, by my onboarding date), and have them on file with the West Seneca Youth & Recreation Office **AND** All of my certifications must be valid through September 1, 2024. Notes: Proof of enrollment in a course does not qualify. Certifications must be emailed as a pdf to [lmasset@twsnny.org](mailto:lmasset@twsnny.org) by June 14, 2024.
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, trainings, 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.
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: \$ \_\_\_\_\_

West Seneca Youth & Recreation will submit the bonus requests on or around September 13, 2024, to issue the bonus to qualifying Summer 2024 employees.

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

I understand that if I am unsure on the additional qualifications or certification requirements for these positions, I need to email Lauren Masset at [lmasset@twsnny.org](mailto:lmasset@twsnny.org) no later than June 1, 2024. I understand that proof of enrollment in a course or courses will not qualify me for the bonus. I understand that obtaining the required certifications, submitting them on time and expressing interest any position does not guarantee I will receive the position.

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

**End of Season Qualification Form**

<b>Employee Name</b>	
<b>Position</b>	
<b>Season</b>	
<b>Any other information</b>	

**1. Did the employee have all of their required certifications for their employment valid and on file between June 14 (or if hired after June 14 by their onboarding date) – September 1, 2024?**

Circle: YES NO

Notes:

**2. Did the employee work the entire season (opening date – closing date)? If the employee’s employment ended early mark NO.**

Circle: YES NO

Notes:

**3. Did the employee attend all mandatory orientations, trainings, in-services, meetings, etc. during the regular season and pre/post season AND sign in/out properly?**

Circle: YES NO

Notes:

**4. Did the employee show up for all their shifts and/or find shift coverage for those they could not/did not attend?**

Circle: YES NO

Notes:

**5. Did the employee have any disciplinary action (verbal, written, final, other) this season and/or were they a member of an investigation?**

Circle: YES NO

Notes:

If the answers were as follows Q1 YES, Q2 YES, Q3 Yes, Q4 Yes and Q5 NO the employee qualifies for the Summer Bonus. If yes, this form will be submitted to the Finance Department for issuance on or around September 10, 2023.

**6. A. Did this employee qualify for the Summer Bonus? B. Is the bonus being issued at 100%, 50%, 25% or less and why?**

CIRCLE: YES NO IF NO WHY:

**Program Supervisor Who Completed This Form Name, Signature and Date.**

<b>Print Name</b>	
<b>Signature</b>	
<b>Date</b>	

Information for the Finance Department:

Budget Line: CIRCLE (RECREATION 1.7140.0149) (AQUATICS 1.7180.0149) (POOL SUPERVISOR 1.7180.0100)

Bonus Amount:

Lauren Masset Signature/Date: