

## Recreation Part-Time Summer Employee Bonus (2025)

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

### *Bonus Amounts*

- **Pool Supervisor PT:** \$500
- **Recreation Program Leader PT:** \$500
- **Assistant Pool Supervisor PT:** \$400
- **Head Lifeguard PT:** \$300
- **WSI/PSI Lifeguard:** \$275
- **Lifeguard PT:** \$250
- **Recreation Program Staff PT:** \$250
- **Clerk Typist PT:** \$100 (effective June 1 – September 1, if programs do not run in full this bonus does not apply).

### **Date A: June 12, 2025**

### *Qualification Criteria*

#### **1. Certifications**

- Employee must obtain all required certifications on their own by DATE A (or their onboarding date if hired after DATE A).
- Certifications must be valid until September 1, of that year.
- Proof of enrollment does not qualify. Certifications must be emailed as a PDF to [lmasset@twsny.org](mailto:lmasset@twsny.org) by DATE A (or onboarding date if applicable).
- Required certifications can be found in the job descriptions at [www.westsenecarecreation.com](http://www.westsenecarecreation.com).
- If an employee is unsure about qualifications or certifications for their role, they must email [lmasset@twsny.org](mailto:lmasset@twsny.org) by May 30.

#### **2. Season Length**

- Employee must work the entire season (opening date – closing date) without interruption.
- If certifications expire after September 1, 2025, employees may not work beyond the expiration but will not be penalized for the bonus.

#### **3. Mandatory Attendance**

- Attendance at all mandatory orientations, training, in-services, meetings, etc., is required during pre/post/regular season.
- Employee must always sign in/out using SwipeClock and the provided sign-in/out sheets (if applicable).

#### **4. Shift Attendance**

- Employee must attend all scheduled shifts or find qualified coverage for shifts they cannot attend.
- Coverage must be of the same level (e.g., Head Lifeguard for Head Lifeguard).
- If the department arranges coverage, the employee does not qualify for the bonus.
- The department will assign shifts as needed, not based on availability or request. It is the employee's responsibility to attend their shift or find coverage.

#### **5. Disciplinary Record**

- Employee had no disciplinary actions (verbal, written, final, or investigations) for the entire season.

#### **6. Policies**

- a. Employee must have been in compliance with the Town's zero-tolerance bullying and harassment policy for the entire season.
- b. Employee must have been in adherence to the Town's smoke- and alcohol-free policy for the entire season.

**7. Minimum Shifts**

- a. Employee must work at least 10 shifts during the season.

**8. Rules Compliance**

- a. Employee must follow all facility rules, safety plans, town/departmental policies, and local laws for assigned locations.

**9. Manual Compliance**

- a. Employee must have no violations of the West Seneca Youth & Recreation Team Operations Manual.

## Special Circumstances

- Employees who are fully certified and have submitted their certification by DATE A, and whose employment has been approved by the Town Board, will be eligible for a bonus under the following circumstances:
  - **Program Cancellation:** If the Town is unable to run the summer program in full, the employee will receive 25% of the bonus for the program they were hired for.
  - **Program Shutdown After Start:** If the Town is forced to shut down the summer program after it has begun, the employee will receive the lesser of:
    - A pro-rated bonus based on the number of weeks the program operated; or
    - 50% of the full bonus for the program.
  - If any employee cannot attend their shift due to a medical/health issue and provides a doctor's note this will not affect their bonus.
  - Quarantine or medical issues with proper documentation will not affect eligibility. Employees who test positive for COVID must follow the Town of West Seneca COVID-19 policies.
  - **Review:** The Recreation Department/Town Board Liaison/HR/Department Head will review each circumstance on a case-by-case basis prior to making any decisions regarding bonus qualification rejection or adjustment at the end of the season.
  - **Reminders:**
    - The Town of West Seneca will not speak with anyone other than the applicants regarding their application status and/or employment.
    - Obtaining/submitting certifications, expressing interest in a position, etc. does not guarantee a position will be received.

## Submission

Bonus payments will be submitted to Finance around mid-September, after all seasonal programs and facilities have closed and seasonal employment has ended. Finance aims to process and issue these bonuses within 4-6 weeks of receiving them from Recreation.

## Onboarding Employee Acknowledgement of Summer Bonus Requirements

I understand the above information regarding the Summer Bonus Requirements/Qualifications.

Employee Name: \_\_\_\_\_

Town Board Approved  
1/27/2025

3 of 3  
Summer 2025 Bonus

|                    |  |
|--------------------|--|
| <b>Print Name:</b> |  |
| <b>Signature:</b>  |  |
| <b>Date:</b>       |  |

**Final Assessment**

- **Did the employee meet all of the above criteria/qualifications?**
  - YES
  - NO, Explain:
- **Qualified for Bonus:** YES / NO
- **Bonus Amount:** 100% / 50% / 25% / Less
- **Bonus Dollar Amount:** \_\_\_\_\_
- **Reason for Adjustment:** \_\_\_\_\_

**Program Supervisor Completing This:**

|                    |  |
|--------------------|--|
| <b>Print Name:</b> |  |
| <b>Signature:</b>  |  |
| <b>Date:</b>       |  |

**Finance Department Information:**

- **Budget Line:**
  - RECREATION 1.7140.0149
  - AQUATICS 1.7180.0149
  - POOL SUPERVISOR 1.7180.0100