



# SHAKER HEIGHTS

## LETTER OF ASSIGNMENT FOR SUMMER EMPLOYMENT

*All assignments are subject to confirmation by the Director of Recreation.*

\_\_\_\_\_ is assigned to Recreation Department as **Lifeguard I** as outlined in the job description, at an hourly rate of **\$8.30** as set forth in the City of Shaker Heights Position Classification and Pay Plan. This is for temporary employment not to exceed **4 months**. Dates of employment are from **May 25, 2014** to **September 1, 2014**. Normal work week days are **varied** with normal hours expected to be **varied**. Additional work days and hours are **as assigned**.

Employment will be contingent upon the successful completion of all pre-employment screening.

All personnel are required to attend workshops, training sessions and meetings as assigned. Official shirts and/or jackets must be worn as required.

The exact location of the above assignment is subject to change according to need as determined by the Division Manager named below.

As a part-time, seasonal employee, you are not entitled to fringe benefits such as paid holidays, sick leave, vacation, health insurance, etc. You should not expect to be granted time off for vacations or trips during your period of employment.

Although you have been assigned certain dates and times as set forth above, such employment is only temporary. Should the City no longer require your services for any reason, it may terminate your employment at any time. This assignment sheet must be signed by the employee and, if under age 18, by a parent or legal guardian.

\_\_\_\_\_  
*Employee's Full Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Employee's Home Address (include city, state, zip code)*

\_\_\_\_\_  
*Employee's Home Telephone Number*

\_\_\_\_\_  
*Signature of Parent or Guardian (if under age 18)*

\_\_\_\_\_  
*Division Manager Signature*

\_\_\_\_\_  
*Date*