

AQUATIC STAFF - EMPLOYMENT CONFIRMATION

We are pleased to confirm your offer of a part-time staff position with the City of Toronto – Parks, Forestry & Recreation, Toronto & East York District – Aquatics, as follows:

Employee Name:		Employee Number:	
Position:		Location:	
Work Hours:		Pay Rate:	
Program:	Summer 2012 – Parks, Forestry & Recreation, Toronto & East York District		
Work Term:	May 28th – September 9th, 2012 (This includes all mandatory training dates)		

Employment with the City of Toronto - Parks, Forestry and Recreation is subject to the collective agreement between the Corporation of the City of Toronto and the Canadian Union of Public Employees, Local Union No. 79 Recreation Workers' Unit.

Expectations:

1. All employees are to adhere to the policies and procedures which are outlined in the Recreation Workers' Handbook and other related documents provided during orientation.
2. All staff must adhere to the performance expectations as reviewed in the orientation.
3. All staff must maintain the high standards of professionalism expected as a representative of the Department.
4. Training and development are integral elements ensuring that employees are of the highest calibre. Staff are required to attend all pre-season training sessions, staff meetings and subsequent in-service training.
5. All staff must possess current certification in first aid (appropriate to their positions) prior to commencing employment or, in exceptional cases determined by management, to obtain it within one month of their being hired.
6. All staff must keep all certificates required for their position current and on record with Parks and Recreation.
7. Hours of work may not exceed a total of 80 hours over one pay period (two weeks) for all jobs worked for the City. Prior to working any hours in excess of this amount, you must first receive approval from your Recreation Manager or designate.
8. Performance appraisals may be conducted throughout the period of employment.
9. All staff are required to be enrolled in, and provide the necessary information for, Direct Payroll Deposit.
10. Other details specific to your role and/or program: _____

Your position and hours of work cannot be guaranteed and may be subject to change.

Note: The position, location and hours of work are not guaranteed and may be subject to change. Employment may be terminated without notice or pay in lieu thereof, if for any reason the Parks and Recreation Division consider it necessary to alter present plans for program/staff needs, or if my services are not satisfactory. I understand that should I withdraw from this employment without just cause, prior to the date of program commencement, or during the program period, I will be separated unsatisfactorily and any further application for employment will not be considered.

My signature below will confirm that I have read and understand the terms and conditions of employment with the expectations noted above.

Applicant Signature

Date

CRP Signature

Date

AQUATIC STAFF – WORK COMMITMENT FORM

Please review and complete the Work Commitment information listed below:

Employee Name:		Employee Number:	
Position:	Inst./ Guard	Location:	
Program:	Summer 2012 – Parks, Forestry & Recreation, Toronto & East York District		
Work Term:	May 28th – September 9th, 2012 (This includes all mandatory training dates		

In order for the recreation staff to effectively assign staff to pool location and shifts, we ask that you advise us of any prior commitments and schedule conflicts. Please indicate here your availability to work.

Please answer the following questions:

Do you have any other work commitments which may affect your availability to work? Yes No

If yes, list dates and times:

Do you need to request time off during the work term (noted above) for vacation? Yes No

If yes, list dates and times:

Please list any other information that we should know which may interfere with your commitment to your assigned shifts:

I recognize that the location(s)/position(s)/pay rate(s) which may be offered are tentative, pending the Division’s staffing circumstances and my meeting all employment requirements and that hours of work are not guaranteed. The employment term has been noted and the full time aquatic supervisor will notify if there are any changes.

I understand that should I withdraw from this employment without just cause, prior to the date of program commencement, or during the program period, I will be separated unsatisfactorily and any further application for employment will not be considered.

Applicant Signature	Date
_____	_____
FT Supervisor Signature	Date
_____	_____

QUALIFICATION SUBMISSION PROCEDURE

Please note that all City of Toronto Aquatic Staff will be required to follow a standard Qualification Submission Procedure. This procedure is in place to ensure that all returning staff keep their mandatory qualifications current throughout the program session.

Aquatic Staff will be required to provide proof that all qualifications are current **prior** to the start of each session (employment period) and **remain current** throughout the session (employment period)

If qualifications are not submitted prior to the deadline date staff will be descheduled and will only be rescheduled for any remaining available shifts, when all qualifications required for their position have been submitted. If staff fail to meet the required deadlines they will be considered to fill any vacancies after qualifications have been submitted, making them once again eligible for employment.

QUALIFICATION – DEADLINES & EMPLOYMENT PERIODS

For your reference, the following dates have been scheduled as the Qualification – Deadlines & Employment Periods for which your qualifications must be current in 2009:

Session	Qualification Submission Deadline	Qualification Employment Period
Summer 2012	May 28, 2012	September 9, 2012

**Dates are subject to change.



AQUATIC STAFF – QUALIFICATIONS FORM

Please present all original qualifications to be verified:

Employee Name:		Employee Number:	
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Please Note:

- All staff must hold and maintain **current** qualifications required for the position for the duration of the employment period (Dec 20 2010-Mar 28 2011)
- Failure to provide **current original qualifications** or **maintain current qualifications** may affect employment status. Qualification Submission Deadline: Dec 20 2010
- **Original qualifications** will be verified on the first day of training and keep on record.
- Staff may be asked to produce their original qualification cards at anytime

My signature below will confirm that I have read and understand the terms and conditions of employment with the expectations noted above.

Applicant Signature

Date

CRP Signature

Date

AQUATIC STAFF – QUALIFICATION VERIFICATION

LSS ID #:	
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Qualification	Certification Date (DD – Month – YYYY)	Verified	Initial
NLS			
SFA-CPR-C			
LSS Instructor			
SI Instructor			

Office Use:		Initial:	
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