



Administrative Offices

Recreation Division

915 Menomonie Street, Eau Claire, WI 54703
(715) 839-5032 FAX (715) 839-1685

**Parks Maintenance Division
Forestry/Cemetery Division**

1040 Forest Street, Eau Claire WI 54703
(715) 839-5039 FAX (715) 839-3823

April 21, 2016

Welcome to the staff of the Eau Claire Parks and Recreation Department. We are pleased to have you as a member of the Fairfax Park Municipal Pool team and/or the Indoor Aquatic Staff! The 2016 season begins in about five weeks; opening day for Fairfax is Saturday, May 28th. Swim lessons start Monday, June 13th. Enclosed is a confirmation of employment. Please look over this document carefully. This reflects approximately how many hours you can expect this summer along with your wage information. Please sign and return this document to 915 Menomonie St. Eau Claire, WI 54703. This information must be received no later than **Friday, May 6.**

In order to prepare for the busy summer we have scheduled an orientation and training program for all staff. Attendance at all sessions of orientation for your work group (as indicated) is mandatory. **BECAUSE OF THE SIZE OF THE STAFF AND THE FEDERAL TRAINING REQUIREMENTS INVOLVED, EMPLOYEES CANNOT AND WILL NOT BE EXCUSED FROM ANY PART OF THE TRAINING PROGRAM FOR ANY REASON.** Please read this letter carefully, know when you need to be at orientation, and what you need to bring with you to orientation.

Orientation Schedule

Saturday, May 21

*Fairfax Session I
@ Fairfax Park Municipal Pool
5:00PM-7:30PM*

CONCESSION CASHIERS ONLY

Friday, May 27

*Fairfax Session II
@ Fairfax Municipal Pool
4:00 PM – 4:30 PM
4:30pm-8:30PM*

NEW LIFEGUARDS ONLY

*Be prepared to swim
Personnel Paperwork/New Hires
Facility Tour*

Fairfax Session III

@ Fairfax Park Municipal Pool

*4:00 PM-4:30PM
4:30 PM – 7:00 PM*

***ALL FRONT DESK CASHIERS
ALL CONCESSIONS CASHIERS
MUST ATTEND***

*Personnel Paperwork/New Hires
Training*

Saturday, May 28

*Fairfax Session IV
@ Hobbs Ice Center Club Viewing Room
8:30 AM-9:00 AM
9:00 AM-10:30 AM
10:30 AM-12:00PM
12:00 PM-1:00 PM*

ALL FAIRFAX STAFF MUST ATTEND
*(Lifeguards, Front Desk and Concession Cashiers)
Uniform Purchases
General Orientation
Fairfax Pool Orientation
Lunch Break*

Saturday, May 28

Fairfax Session V
@ Fairfax Park Municipal Pool
1:00PM-6:00PM

ALL FAIRFAX & INDOOR GUARDS MUST ATTEND
Lifeguards come prepared to swim

Fairfax Session VI
@ Fairfax Municipal Pool
2:00PM-7:00PM

**SELECT FRONT DESK AND CONCESSION
CASHIERS MUST ATTEND**
(you will receive more info on this at session I training)

Sunday, May 29

Fairfax Session VII
@ Fairfax Park Municipal Pool
10:00 AM – 6:00 PM

ALL LIFEGUARDS MUST ATTEND
Lifeguards come prepared to swim

Fairfax Session VIII
@ Fairfax Park Municipal Pool
2:00PM-7:00PM

**SELECT FRONT DESK AND CONCESSION
CASHIERS MUST ATTEND**
(you will receive more info on this at session I training)

Monday, May 30

Fairfax Session IX
@ Fairfax Park Municipal Pool
2:00PM-7:00PM

**SELECT FRONT DESK AND CONCESSION
CASHIERS MUST ATTEND**
(you will receive more info on this at session I training)

Wednesday, May 25

Head Instructor Kick Off!
@ Hobbs 6:30 – 8:30 PM

ALL HEAD INSTRUCTORS (Subs Included)

Wednesday, June 1

General Orientation/Uniform Purchase
@ Hobbs Ice Center Club Viewing Room
4:00-6:30PM

ALL INDOOR STAFF
That did not attend the Fairfax General Orientation

Monday, June 6

Welcome to Indoor Aquatics
@ Hobbs Ice Center Club Viewing Room
6:00-8:00PM

**ALL SWIM INSTRUCTORS
ALL HEAD INSTRUCTORS**
Please Bring: 3 Ring Binder, Pen or Pencil, Planner

Sunday, June 12

Swim Lessons Putting It All Into Action
@ Fairfax Municipal Pool (In-Water)
5:00 – 8:00 PM

**ALL HEAD INSTRUCTORS
ALL SWIM INSTRUCTORS (SUBS INCLUDED)**
Be Prepared to GET WET!!!

An information sheet on uniform requirements will be emailed to you at a later date. **Uniforms will be sold on Saturday morning only and for individuals who are not working at Fairfax at all, on Wednesday June 1. UNIFORMS WILL NOT BE SOLD AT FAIRFAX POOL.** Checks should be made payable to “City of Eau Claire”.

On Friday, May 27 we will be processing paperwork to put you on the city payroll. For those of you who are “indoor only,” your paperwork will be done at 4pm on June 1. **New employees need to complete and bring to this session a W-4 and an I-9 form.** Directions on where to find these forms will be emailed to you at a later date. Two forms of identification are also required; one must be a picture I.D., such as a driver's license or school I.D. The other form of identification needs to be an original record, such as a birth certificate or social security card. The personnel paperwork is handled by our Human Resource office. **They will not be at Saturday or Sunday orientation—they will collect these forms on Friday, May 27 or Wednesday June 1 only.**

The City of Eau Claire has a 'direct deposit' system required for all employees. Your paycheck will automatically be deposited in either your checking or savings account. Paperwork required to set you up on the direct deposit will be emailed to you at a later date. The direct deposit form will be emailed to you with the W-4 and I-9. **You should complete this and bring with you on Friday, May 27 or Wednesday June 1 only, along with the required bank information indicated on the direct deposit form.**

Lifeguards must bring all certification cards (Lifeguard Training, CPR-Pro, First Aid) with them to Saturday's orientation.

The Fairfax Pool and EC Indoor Aquatics are great programs that we are very proud of. We are pleased to have you on our staff and look forward to working with you this summer.

Chad Duerkop
Program Supervisor

Sam Redman
Pool Specialist

Dani Summer
Pool Specialist

Mary Graese
Aquatics Planner

Shelley Lindner
Concessions Operations