



SUMMER HIRE CHECKLIST

Directions:

- Step 1:** Please submit this form and *all* required attachments as one file to Patric via Slack.
Step 2: Once the form has been reviewed and the background check successfully completed, Maria Walsh, HR Coordinator, will reach out to the new hire to schedule their start date and time to fill out new hire paperwork.

Section A (to be completed for ALL summer hires):

New Hire Info:

Name (as reported to DESE): _____ Position: _____

Site: _____ FTE: _____

Pay Rate (see chart below): _____

Desired/Tentative start date (to be finalized by HR) _____

Required Attachments:

- 1. Employee Application
- 2. Resume & Cover Letter
- 3. LABBB's CORI Request Form + copy of ID

Section B (rate chart for *CONSECUTIVE* years worked):

	HIGH SCHOOL (9 TH GRADE – 1 ST YR OF COLLEGE)		COLLEGE STUDENTS (FOLLOWING 1 ST YEAR OF COLLEGE)	
	<i>Last Year</i>	<i>This Year</i>	<i>Last Year</i>	<i>This Year</i>
YEAR 1	\$0.00	\$11.00	\$0.00	\$13.00
YEAR 2	\$11.00	\$11.50	\$13.00	\$13.50
YEAR 3	\$11.50	\$12.00	\$13.50	\$14.00
YEAR 4	\$12.00	\$12.50	\$14.00	\$14.50

Note: If a student hasn't worked at LABBB consecutive summers, their hourly rate doesn't change for this summer. In addition, the rate for summer work isn't the same as what a student might earn working for the Recreation Program.

Patric Barbieri, Executive Director

Date

Maria Walsh, HR Coordinator

Date

Approved Hire Date: _____