

## TOWN OF SARATOGA

## PERSONNEL ACTION FORM

NAME OF EMPLOYEE	JOB TITLE	DEPARTMENT
Jaida Jennings	Open Gym Supervisor	Rec

## Type of Personnel Action:

Offer of Employment: ☐Salary Increase: ☐Promotion: ☐Service Commendation: ☐Termination of Employment: ☐Disciplinary Order: ☐Other: ☒

## NARRATIVE DESCRIPTION OF ACTION:

Jaida will change positions with the town from Lifeguard to Open Gym Supervisor through the school year.

Also a salary change will occur from \$11.00 per hour to \$10.00 per hour.

Employee:

Jaida Jennings

Supervisor:

Sarah Ylin

MAYOR:

Greg James

DATE:

12/13/22