

- Please read The Notice to All Employees regarding the New Health Insurance Marketplace.
- Complete the response form on hire letter.
- All seasonal employment documents are on our website:
middletownct.gov/recreation/seasonal employment
- Complete an emergency form.
- Complete and sign the Hepatitis B Declination form, if you decline the vaccination.
- Complete federal and state tax forms.
- Read the staff manual and the job description pertinent to your position.
- Return all documents together with you response form.
- Anyone taking time off must notify Karen at karen.nocera@middletownct.gov,
as soon as possible.
- No more than five 5 days of vacation are permitted during your summer employment.
- Read MANDATORY Training Schedule and attend ALL training sessions.
- Aquatic Staff must sign up for lifeguard certifications.
- Directors and Assistant Directors MUST attend CPR review and med training.