**Mantoloking Police Department**

**Beach Availability Sheet**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position

How many days per week Date you can start

Availability

Please fill in the chart below with the hours that you are available to work. The beach hours are 10 AM to 6 PM on Lyman & Downer & Sellers and 10 AM to 5PM on all other walkways. We will be rotating so everyone will have to work until 6 once in a while. If you are an ATV position your hours are 11 AM to 7 PM (approx. 8 hr shift w/ full time hours)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Mon. | Tues. | Wed. | Thurs. | Fri. | Sat. | Sun. |
| From: |  |  |  |  |  |  |  |
| To: |  |  |  |  |  |  |  |

\*Before signing this form please note that any changes to this availability must be approved by Chief Ferris and/or Administrative Assistant Kelly Burdge. Unapproved changes to this availability may be grounds for dismissal. It will be your sole responsibility to cover any schedule shifts that you are unable to work, and to notify your direct supervisor.

Please note any preplanned vacations or scheduling conflicts here:

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_