



POLICE CADET CORPS



MONTHLY WORK SCHEDULE

MONTH/YEAR _____ BOROUGH _____
LAST NAME _____ FIRST NAME _____
HIRE DATE _____ TAX# _____
COMMAND/UNIT _____
IMMEDIATE SUPERVISOR (AT COMMAND) _____
COMMAND TELEPHONE WITH EXT. _____ EXT _____
HOME TELEPHONE _____ CELL/ALT _____
EMAIL ADDRESS _____ TOTAL MONTHLY HOURS _____

SUN	MON	TUES	WED	THURS	FRI	SAT

SCHEDULES MUST BE RECEIVED BY THE 10TH DAY OF EACH MONTH FOR THE FOLLOWING MONTH AND MUST BE SIGNED BY A SUPERVISOR AT COMMAND BEFORE FORWARDING TO THE POLICE CADET CORPS.

CADETS MUST WORK A MINIMUM OF 21 HRS A MONTH AND A MAXIMUM OF 34 HRS A WEEK. CADETS MUST WORK THE MAXIMUM HOURS DURING THE SUMMER MONTHS OF JULY AND AUGUST; FURTHERMORE CADETS MUST ALSO WORK A 34 HR. WORK WEEK IF THEY HAVE COMPLETED COLLEGE AND ARE AWAITING THE NEXT RECRUIT CLASS. (EXAMPLE- CADET DID NOT HAVE DRIVER'S LICENSE, IS AWAITING CITIZENSHIP, OR RECRUIT CLASS POSTPONED. ETC.)

SUPERVISOR'S NAME _____ SUPV SIGNATURE _____ DATE _____
PERSON RECEIVING SCHEDULE AT POLICE CADET CORPS _____ DATE _____