



SCHOOL DISTRICT NO. 38 (RICHMOND)

Support Staff Personnel

CASUAL SUMMER EMPLOYMENT

Issue Date: May 31, 2019

Deadline: June 14, 2019 @ 12:00 noon

Re: Casual summer work for ten-month employees

As in previous years, there may be a limited number of short-term assignments available in July and August. Examples of the type of work available:

- Clerical (School Board Office, Garden City, Spulukwuks)
- NHS/EA (Garden City, Spulukwuks)
- Continuing Education Summer School - EA
- Continuing Education Summer School – Library Tech
- Rental Custodian

Employees interested in picking up casual on-call summer assignments should **submit their request by email ONLY no later than Friday, June 14, 2019 at 12 noon** to:

Kim Wong – Human Resources

kimwong@sd38.bc.ca

Please include your:

- Name
- Employee number
- Current Position
- Contact phone number
- Dates you are available in July and August

ATTN: ALL REGULAR UNASSIGNED, PART-TIME AND SUBSTITUTE EMPLOYEES:

If you do not wish to be called out by the Automated Dispatch System (ADS) during the summer break, please set up your Unavailability on Atrieve by June 28, 2019. Please refer to the [District Portal](#) for instructions on how to do this.

Human Resources

“OUR FOCUS IS ON THE LEARNER”