



TOWN OF NEWBURGH

1496 Route 300, Newburgh, New York 12550

#15 Lisa
* Revised Rate

PERSONNEL DEPT.

PH: 845-566-7785
Fax: 845-564-2170

To: Town Board

From: Gil Piaquadio, Town Supervisor
Charlene M Black, Personnel

Date: March 21, 2024

Re: Full-Time Custodial Worker

Mr. Piaquadio and I conducted interviews for the Full-time Custodial Worker position. We interviewed Michael Bogdon and Norman Coard. Please find attached an employee request form for Norman Coard to become a full-time custodial worker for the Building and Grounds Department. Mr. Coard is already a full-time employee in our Recreation Department so no new paperwork is needed except for a new ID card. A proposed transfer date is April 1, 2024. Mr. Coard has been pre-approved by Orange County Human Resources. Thank you

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Lisa

TOWN OF NEWBURGH EMPLOYMENT REQUEST FORM

To: Personnel Department

NAME OF CANDIDATE: Norman Coard

DEPARTMENT: Building + Grounds

TITLE OF POSITION: Custodial Worker

FULL TIME OR PART TIME: Full time

* HOURLY RATE: \$121.4651

IS POSITION FUNDED IN CURRENT BUDGET: YES OR NO

FUND APPROPRIATION NUMBER: 1626.5100

PROPOSED HIRE DATE: 4/1/24

NOTE: CANDIDATE CANNOT BEGIN WORK WITHOUT PRE-EMPLOYMENT PHYSICAL AND COMPLETION OF ALL REQUIRED PAPERWORK.

Charles M. Black for Gil Paquadio
DEPARTMENT HEAD SIGNATURE

3/21/24
DATE

ORIGINAL APPLICATION SHOULD BE ON FILE IN THE PERSONNEL
DEPARTMENT