

Greenfield Police Department

116 S. State St., Greenfield, Indiana 46140

Phone 317-477-4410 Fax 317-477-4401

August 13, 2019

Greenfield Board of Works and Safety

I am requesting the Board to approve the hire of Brenda Cathcart to the position of Crossing Guard. Due to the last minute resignation of a Crossing Guard and school starting on August 1st, I am requesting hire date for this position be August 1st, 2019.



Jeff Rasche
Chief of Police

"To protect and serve the citizens of Greenfield"

GREENFIELD CROSSING GUARD TIMESHEET

NAME: Brenda Cathcart

PAY PERIOD: Aug 1, 2019 TO: Aug 9, 2019

Date	Time In		Time Out		Total Daily Hours Worked
	a.m.	p.m.	a.m.	p.m.	
Aug 1 st	7:10	2:00	7:40	2:30	1 hr - 4 th + Franklin St.
Aug 2	7:10	2:00	7:40	2:30	1 hr
Date Week 2	Time In a.m.	Time In p.m.	Time Out a.m.	Time Out p.m.	Total Daily Hours Worked
Aug 5	7:10	2:00	7:40	2:30	
Aug 6	7:10	2:00	7:40	2:30	
Aug 7	7:10	2:00	7:40	2:30	
Aug 8	7:10	2:00	7:40	2:30	
Aug 9					

R- REG. HOURS; X-DAY OFF, V- VACATION, H- HOLIDAY, C-COMP TIME, P-PTO, B-BEREAVEMENT

Employee's Signature: Brenda J. Cathcart

Date: 8-9-19