MEMORANDUM

REVISION 11 SERIES D

TO: Holders of Career Service Rule Books

FROM: Career Service Board

DATE: February 20, 2015

SUBJECT: Revision of the Career Service Rule 9-57 Swim Instruction Differential

The Career Service Board has approved the revision of Career Service Rule 9-57 Swim Instruction Differential. Under these revisions to this rule, swim lesson differentials have been increased from:

- 15% to 50% of an employee’s hourly rate of pay for group swim lessons taught; and
- 50% to 75% of an employee’s hourly rate of pay for private swim lessons taught.

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PLEASE INSERT IN YOUR RULE BOOK AS SOON AS POSSIBLE. THANK YOU.
9-57 Swim Instruction Differential
(Effective February 22, 2013; Rule Revision Memo 3D)

A. The Manager of Parks and Recreation will allow eligible employees to receive a Swim Instruction Differential for group or private swim lessons conducted at City-owned recreation facilities. The Department of Parks and Recreation retains the right to revoke eligibility for the differential for any business-related reason, at any time.

B. In order to be eligible to receive the Swim Instruction Differential, an employee must:

1. Be classified as a Lifeguard;

2. Have current certifications for Water Safety Instructor (WSI), First Aid (adult/infant/child) and Cardiopulmonary Resuscitation for the Professional Rescuer (CPR/PR); and

3. Be assigned to conduct the swim lesson(s) by management.

C. Amount of Differential:

1. Employees will receive their current hourly rate of pay for time spent conducting swim lessons.

2. In addition, employees will receive the following swim lesson differential;

   a. Fifty percent (50%) of the employee’s current hourly rate of pay for time spent teaching a group swim lesson.

   b. Seventy-five percent (75%) of the employee’s current hourly rate of pay for time spent teaching a private swim lesson.

(Revised February 20, 2015; Rule Revision Memo 11D)