

MEMORANDUM

REVISION 3 SERIES D

TO: Holders of Career Service Rule Books

FROM: Career Service Board

DATE: February 22, 2013

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

The Career Service Board has approved the addition of Career Service Rule 9-57 Swim Instruction Differential. OHR's Classification and Compensation Unit has been working with the Department of Parks and Recreation to align the pay structure for lifeguarding and swim instruction with community practice. This rule change is part of that initiative. Once this plan is fully implemented, all lifeguards will be in the same classification and pay grade. Those lifeguards who teach swim lessons (which is what currently distinguishes the Advanced Lifeguard classification from the Lifeguard classification) will be eligible to receive this differential.

	<u>Page Number</u>	<u>Issuance Dates</u>
Remove:		
Replace:	9-11.1	February 22, 2013

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. Fifteen percent (15%) of the employee's current hourly rate of pay for time spent teaching a group swim lesson.
 - b. Fifty percent (50%) of the employee's current hourly rate of pay for time spent teaching a private swim lesson.