

MEMORANDUM

REVISION 52 SERIES C

TO: Holders of CSA Rule Books
FROM: Career Service Board
DATE: May 11, 2011
SUBJECT: Revision to Career Service Rules

Denver's Golf Division has requested that Rule 9-67 Golf Lesson Stipend be revised so that non-exempt employees can be eligible to receive the stipend. Under the old rule, only exempt employees can receive the stipend (which amounts to 84% of any lesson fees collected by the employee - the City retains the remaining 16% to cover expenses). Under the new rule, non-exempt employees who are allowed to teach golf lessons would receive 55% of lesson fees collected. This is because these employees will be receiving their hourly rate of pay from the City for providing golf lessons in addition to the stipend.

The rule has also been revised to specify that employees have to complete the first level of the applicable PGA or LPGA apprenticeship program and remain enrolled in the program (or have completed it) before they are eligible to receive the stipend.

The Career Service Board has approved the following revisions to Career Service Rule 9-67 Golf Lesson Stipend.

	<u>Page Number</u>	<u>Issuance Dates</u>
Remove:	9-14, 9-15	October 14, 2010
Replace:	9-14, 9-15, 9-15.1	May 11, 2011

PLEASE INSERT IN YOUR RULE BOOK AS SOON AS POSSIBLE. THANK YOU.

- D. Employees in part time positions shall have bilingual differential pro-rated as follows, based on the amount of hours actually worked in a pay period:

	<u>BASIC</u>	<u>MID-LEVEL</u>	<u>EXPERT</u>
80 hours or more	\$50.00	\$75.00	\$100.00
60-79 hours	\$37.50	\$56.25	\$ 75.00
40-59 hours	\$25.00	\$37.50	\$ 50.00
20-39 hours	\$12.50	\$18.75	\$ 25.00
Less than 20 hours	\$ 5.00	\$10.00	\$ 15.00

- E. When an employee changes positions and the language skills are not a requirement of the new position, the bilingual services differential shall cease.

9-67 Golf Lesson Stipend

(Effective March 12, 2007; Rule Revision Memo 16C:

Revised effective May 11, 2011; Rule Revision Memo 52C)

- A. The Manager of Parks and Recreation may allow eligible employees to receive a Golf Lesson Stipend for lessons conducted at City-owned golf facilities, subject to the following conditions:
1. The employee must have passed either level one of the Professional Golf Association (PGA) Apprenticeship training or the National Education Program 1 of the Ladies Professional Golf Association (LPGA) apprenticeship program, and either be enrolled in the PGA or LPGA apprenticeship program or have a valid PGA or LPGA membership.
 2. The Department of Parks and Recreation retains the right to revoke eligibility for the stipend for any business-related reason, at any time.
 3. The employee has the responsibility for the following;
 - a. Selling and booking the lesson;
 - b. Collecting the fees; and
 - c. Conducting the lesson.
 4. All lessons must be entered into and tracked by the golf course's point of sale system, or other tracking system as specified by management.
 5. All lessons must be conducted at a time that does not interfere with the employee's job duties. The employee is responsible for completing their assigned schedule each week, not including time spent teaching lessons.
 6. Golf Lesson Stipends will be considered as compensation and included as reportable income.

B. Amount of Stipend

1. Exempt employees:

- a. The only compensation the employee will receive for time spent teaching golf lessons is the Golf Lesson Stipend.
- b. The City shall retain sixteen percent (16%) of the fee charged.
- c. Eighty-four percent (84%) of the fee will be paid to the employee as a Golf Lesson Stipend.

2. Non-exempt employees:

- a. Non-exempt employees will receive their normal hourly rate of pay for time spent conducting lessons in addition to the Golf Lesson Stipend.
- b. The City shall retain forty percent (45%) of the fee charged.
- c. Fifty-five percent (55%) of the fee will be paid to the employee as a Golf Lesson Stipend.

3. The City portion of the fee will include the cost of golf balls.

4. Stipends will be paid on collected revenue only.

9-68 Heavy Equipment Mechanic Trainer Differential
(Effective June 23, 2008; Rule Revision Memo 29C)

- A. A Heavy Equipment Mechanic (“HEM”) who is assigned HEM trainer duties by an appointing authority shall be eligible for a differential of \$2.25 per hour for all time spent performing HEM trainer duties (but not to exceed four hundred hours per calendar year).
- B. The appointing authority shall select eligible HEM trainers through a formal process that shall include submission of an application, a formal interview, and demonstration and evaluation of technical skills.
- C.
 - 1. The appointing authority shall provide a training plan which shall include the criteria that will be used for selecting HEM trainers to the Personnel Director for approval.
 - 2. The appointing authority shall provide the name(s) of any eligible employee(s) to the CSA prior to payment of the differential.
- D. An appointing authority may terminate the assignment of training duties to an employee at any time. The appointing authority shall notify the CSA when an employee is no longer assigned training duties.

Section 9-70 Hours of Work

9-71 Standard Work Week

- A. The five (5) day forty (40) hour week shall be the standard work week for employees of the Career Service.
- B. Standard work hours shall be eight (8) hours per day, excluding the meal period. In certain cases, because of the character of the work, it may be necessary for an employee to be required to eat a meal while working. When the meal period is spent predominantly for the benefit of the City, the employee shall be paid for the entire meal period. (Effective October 10, 2008; Rules Revision Memo 32C)
- C. Appointing authorities shall be responsible for establishing daily work schedules.