



Administrative Policy and Procedure City of Prosser, Washington

SUBJECT: Swim Lesson Instructor Pay		
	Policy No. REC.003	Pages: 2
Effective Date: 10/14/2014		
Developed By: Toni Yost	Department Head Approval: Paul Warden	City Administrator Approval: Paul Warden, Mayor

OVERVIEW

1. PURPOSE.

To outline the assignment, reporting and payment of Lifeguard Instructor Pay.

2. ABSENCE OF CITY ADMINISTRATOR.

Prior to October 2, 2015, the term City Administrator shall mean the Mayor. After October 2, 2015, in the event that the office of City Administrator is unfilled, then the term City Administrator shall mean the Mayor.

3. ORGANIZATIONS AFFECTED.

This policy applies to lifeguards hired at the Prosser Aquatic Center (PAC) and who are additionally assigned as swim lesson instructor.

4. RESPONSIBILITIES

4.1 Pool Manager – Will recommend to the Mayor and, upon his approval, assign lifeguards as swim lesson instructors.

4.2 Mayor – Will approve swim lesson instructors as recommended by the Pool Manager.

4.3 Finance Manager – Will prepare the necessary payroll paper work and develop a system of reporting swim lesson instructor pay.

5. STATEMENTS OF POLICY AND PROCEDURES

5.1 Assignment. The Pool Manager will recommend to the Mayor a list of individuals who are currently lifeguards which they would like to assign as swim lesson instructors. The Mayor can review this list with the Pool Manager and recommend assignment or reject individuals as he or she may deem appropriate. The Mayor and Pool Manager are then responsible for providing these names to the Finance Manager. The Finance Manager will be responsible for preparing the paperwork necessary to document the assignment and will additionally be responsible for preparing documents to use to report the instructional hours worked.

5.2 Compensation. Assigned swim lesson instructors will receive an additional \$0.25 per hour added to their regular wages for hours worked as an instructor for swim lessons.

5.3 Reporting. The Finance Manager is responsible for preparing the payroll paperwork necessary to document the assignment and for providing to the employees a timecard or other like form to report the hours worked as a swim lesson instructor. The Pool Manager is responsible for ensuring that the hours reported on the timecard or other like form is accurate.