

EMPLOYEE NAME: \_\_\_\_\_
Address: \_\_\_\_\_
Email Address: Personal \_\_\_\_\_ Work \_\_\_\_\_
Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

DEPT.:  Admin  P&M  Rec.
Primary
Location: \_\_\_\_\_
Orig. Hire Date: \_\_\_\_\_
Rehire Date: \_\_\_\_\_
Supv. Name: \_\_\_\_\_

PAY SCHEDULE APPROVED BY THE BOARD OF DIRECTORS ON 12/06/2023 EFFECTIVE ON 12/22/2023

(CHECK ONE)

(MARK HOURLY PAY RATE)

P/T POSITIONS BY CLASSIFICATION

PAY RANGES BY CLASSIFICATION

CLASSIFICATION 1:

STEP 1

STEP 2

STEP 3

STEP 4

- Administrative Assistant III
 Rec Attendant
 Golf Assistant
 Recreation Aide
 Maintenance Worker II
 Recreation Specialist I
 Preschool Instructor Sub
 Scorekeeper
 Program Assistant

\$16.00

\$16.40

CLASSIFICATION 2:

- Administrative Assistant IV
 Recreation Counselor
 Cashier
 Recreation Specialist II
 Golf Assistant II
 Site Coordinator
 Lifeguard
 Youth Sports Referee
 Maintenance Worker III

\$17.00

\$17.35

\$17.80

\$18.20

CLASSIFICATION 3:

- Administrative Assistant V
 Maintenance Worker IV
 Assistant Director
 Mechanic
 Assistant Pool Manager
 Museum Director
 Golf Specialist
 Transit Van Driver

\$18.80

\$19.25

\$19.70

\$20.10

CLASSIFICATION 4:

- Administrative Assistant VI
 Maintenance Worker V
 Golf Professional

\$20.20

\$21.10

\$22.10

\$23.15

CLASSIFICATION 5:

- Computer Technician
 Recreation Coordinator P/T
 Pool Manager
 Site Director
 Preschool Instructor

\$23.70

\$24.30

\$24.90

\$25.50

CLASSIFICATION 6:

- Park Ranger I

\$30.30

\$30.95

\$31.70

\$32.50

CLASSIFICATION 7:

- Park Ranger II

\$33.30

\$34.10

\$35.00

\$35.80

SPECIAL INSTRUCTOR / SPORTS OFFICIALS

Specialist Instructor: Class Topic \_\_\_\_\_ Rate \_\_\_\_\_ (% of base rate)

Sports Official: Sport \_\_\_\_\_ Rate(s) \$ \$20 (Youth) \$35 (Adult) per game

(CHECK ONE OR MORE)

ACTION:

- New Hire
 Rehire
 Merit Increase
 Minimum Wage Increase
 Reclassification
 Promotion
 Additional Classification
 Pay Schedule Adjustment
 Inactive
 Reactivate
 Other

Terminate:

- Retired
 Resigned
 Discharged
 Work Completed
 Ineligible for Rehire
 Other - Please explain below:

EFFECTIVE ACTION DATE:

- \_\_\_\_\_
 When Processed

OTHER:

- DMV Processed

COMMENTS:

CLEARANCE:

- Cell Phone  Tool(s)
 Key(s)  Uniform
 Cal Card  Walkie Talkie
 Other

List:

EMPLOYEE: Your employment is "at will", which cannot be changed without the written consent of the R.S.R.P.D. District manager.

APPROVAL: Job Cost No.: \_\_\_\_\_

PAYROLL: \_\_\_\_\_

H.R.: \_\_\_\_\_

Supv. or Coord. Initials / Date Dept. Head Initials / Date

Initials / Date

Initials / Date

Employee Signature

Date