

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 12/6/18; EFFECTIVE ON 1/1/19**

*(CHECK ONE)*

*(CIRCLE HOURLY PAY RATE)*

**P/T POSITIONS BY CLASSIFICATION**

**PAY RANGES BY CLASSIFICATION**

**CLASSIFICATION 1:**

- Administrative Assistant I  Recreation Aide
- Cashier  Scorekeeper
- Golf Assistant I

<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>
		\$12.00	\$12.24
		<input type="checkbox"/>	<input type="checkbox"/>

**CLASSIFICATION 2:**

- Administrative Assistant II  Mechanic I
- Alternative Rec. Assistant  Preschool Assistant
- Golf Assistant II  Recreation Counselor
- Gym/Ball Diamond Attn.  Youth Sports Referee
- Maintenance Worker I

\$12.24	\$12.48	\$12.73	\$12.85
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**CLASSIFICATION 3:**

- Administrative Assistant III  Mechanic II
- Assistant Director  Preschool Instructor Sub.
- Golf Specialist  Recreation Specialist I
- Lifeguard  Youth Sports Monitor
- Maintenance Worker II

\$12.85	\$13.17	\$13.50	\$13.84
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**CLASSIFICATION 4:**

- Administrative Assistant IV  Recreation Specialist II
- Golf Professional  Senior Lifeguard (WSI)
- Maintenance Worker III  Site Coordinator
- Mechanic III

\$14.19	\$14.54	\$14.90	\$15.29
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**CLASSIFICATION 5:**

- Administrative Assistant V  Mechanic IV
- Assistant Pool Manager  Museum Director
- Computer Technician  Recreation Specialist III
- Maintenance Worker IV  Transit Van Driver

\$16.05	\$16.45	\$16.86	\$17.24
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**CLASSIFICATION 6:**

- Accounting Specialist  Pool Manager
- Administrative Assistant VI  Site Director
- Mechanic V

\$17.24	\$18.10	\$19.00	\$19.95
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**CLASSIFICATION 7:**

- Recreation Coordinator P/T

\$20.46	\$20.96	\$21.49	\$22.03
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**CLASSIFICATION 9:**

- Park Ranger P/T

		\$26.27	\$26.92
		<input type="checkbox"/>	<input type="checkbox"/>

**SPECIAL INSTRUCTOR / SPORTS OFFICIALS**

Specialist Instructor: Class Topic \_\_\_\_\_ Rate \_\_\_\_\_ (% of base rate)  
 Sports Official: Sport \_\_\_\_\_ Rate(s) \$ \_\_\_\_\_ per game

*(CHECK ONE OR MORE)*

**ACTION:**

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

**Terminate:**

- 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
- Other  Walkie Talkie

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.:** \_\_\_\_\_  
 \_\_\_\_\_  
 Supv. or Coord. Initials / Date Dept. Head Initials / Date

**PAYROLL:**  
 \_\_\_\_\_  
 Initials / Date

**H.R.:**  
 \_\_\_\_\_  
 Initials / Date

\_\_\_\_\_  
 Employee's Signature  
 \_\_\_\_\_  
 Date Signed