

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 11/19/20; EFFECTIVE ON 12/25/20**

*(CHECK ONE)*

**P/T POSITIONS BY CLASSIFICATION**

**CLASSIFICATION 1:**

- Recreation Aide       Scorekeeper  
 Cashier                 Golf Assistant

**CLASSIFICATION 2:**

- Program Assistant       Rec Attendant  
 Golf Assistant II         Recreation Counselor  
 Youth Sports Referee     Maintenance Worker I

**CLASSIFICATION 3:**

- Administrative Assistant III     Recreation Specialist I  
 Preschool Instructor Sub.       Golf Specialist  
 Lifeguard                         Maintenance Worker II

**CLASSIFICATION 4:**

- Administrative Assistant IV     Recreation Specialist II      \$14.54    \$14.90    \$15.27    \$15.67  
 Golf Professional                 Senior Lifeguard (WSI)                                            
 Maintenance Worker III         Site Coordinator  
 Assistant Director

**CLASSIFICATION 5:**

- Administrative Assistant V       Mechanic                        \$16.45    \$16.86    \$17.28    \$17.67  
 Assistant Pool Manager         Museum Director                                                    
 Computer Technician           Transit Van Driver  
 Maintenance Worker IV

**CLASSIFICATION 6:**

- Pool Manager                       Site Director                    \$17.67    \$18.55    \$19.47    \$20.45  
 Administrative Assistant VI

**CLASSIFICATION 7:**

- Recreation Coordinator P/T      \$20.97    \$21.48    \$22.03    \$22.58

**CLASSIFICATION 8:**

- Park Ranger I                      \$26.93    \$27.59    \$28.28    \$29.00

**CLASSIFICATION 9:**

- Park Ranger II                      \$29.72    \$30.47    \$31.23    \$32.00

**SPECIAL INSTRUCTOR / SPORTS OFFICIALS**

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

*(MARK HOURLY PAY RATE)*

**PAY RANGES BY CLASSIFICATION**

**STEP 1      STEP 2      STEP 3      STEP 4**

\$14.00

\$14.00

\$14.28

\$14.28

\$14.54

\$14.54

\$14.90

\$15.27

\$15.67

\$16.45

\$16.86

\$17.28

\$17.67

\$17.67

\$18.55

\$19.47

\$20.45

\$20.97

\$21.48

\$22.03

\$22.58

\$26.93

\$27.59

\$28.28

\$29.00

\$29.72

\$30.47

\$31.23

\$32.00

*(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  
 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's Signature \_\_\_\_\_

Date Signed \_\_\_\_\_