

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 12/2/2021 EFFECTIVE ON 12/24/2021**

*(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.       Maintenance Worker II  
 Lifeguard

**CLASSIFICATION 4:**

- Administrative Assistant IV     Recreation Specialist II    \$15.54    \$15.90    \$16.27    \$16.67  
 Maintenance Worker III         Senior Lifeguard (WSI)                                            
 Assistant Director               Site Coordinator

**CLASSIFICATION 5:**

- Administrative Assistant V       Mechanic                      \$17.20    \$17.61    \$18.03    \$18.42  
 Assistant Pool Manager         Museum Director                                                    
 Computer Technician           Transit Van Driver  
 Maintenance Worker IV         Golf Specialist

**CLASSIFICATION 6:**

- Pool Manager                       Site Director                      \$18.42    \$19.30    \$20.22    \$21.20  
 Administrative Assistant VI     Golf Professional  
 Golf Maintenance Lead

**CLASSIFICATION 7:**

- Recreation Coordinator P/T                      \$21.72    \$22.23    \$22.78    \$23.33

**CLASSIFICATION 8:**

- Park Ranger I                                      \$27.71    \$28.34    \$29.03    \$29.75

**CLASSIFICATION 9:**

- Park Ranger II                                      \$30.47    \$31.22    \$31.98    \$32.75

**SPECIAL INSTRUCTOR / SPORTS OFFICIALS**

Specialist Instructor:    Class Topic \_\_\_\_\_ Rate \_\_\_\_\_ (% of base rate)  
 Sports Official:        Sport \_\_\_\_\_ Rate(s) \$  \$26     \$30 per game

*(MARK HOURLY PAY RATE)*

**PAY RANGES BY CLASSIFICATION**

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

\$15.00

\$15.00      \$15.28

          

\$15.28      \$15.54

          

\$15.54      \$15.90      \$16.27      \$16.67

                                  

\$17.20      \$17.61      \$18.03      \$18.42

                                  

\$18.42      \$19.30      \$20.22      \$21.20

                                  

\$21.72      \$22.23      \$22.78      \$23.33

                                  

\$27.71      \$28.34      \$29.03      \$29.75

                                  

\$30.47      \$31.22      \$31.98      \$32.75

                                  

*(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