



**CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER**

ADMINISTRATIVE ORDER 2.28	
TO:	Director of Parks and Recreation, Public Workers, Recreations Services, Parks Operations, Street & Utilities Operations, Facilities Management and Events Administration
FROM:	Dana McDaniel, City Manager 
SUBJECT:	Wage Structure for Seasonal/Temporary/Casual Employees
DATE:	March 4, 2016
Supersedes and Replaces Administrative Order 2.28 dated April 3, 2014 Regarding Same Subject.	

I. PURPOSE

The purpose of this Administrative Order is to establish a wage structure and related administrative guidelines for Seasonal/Temporary/Casual employees, with the Exception of "College Interns". (Administrative Order 2.34 establishes and governs the pay structure for "College Interns".) Questions regarding this Administrative Order should be directed to the Division of Human Resources.

II. LEGISLATIVE AUTHORITY

Pursuant to Section 2 ("Wage & Salary Structure/Administration"), paragraph I. of Ordinance No. 73-06 (Compensation Plan), the City Manager shall determine competitive, equitable compensation rates for Seasonal/ Temporary/ Casual employees. Therefore, the following wage structure is hereby established for such employees.

III. WAGE STRUCTURE

In accordance with the authority granted to the City Manager by Ordinance No. 73-06, the following wage structure, and corresponding administrative guidelines, are hereby established for all Seasonal/Temporary/Casual employees. No Seasonal/Temporary/Casual employees should be hired at a rate of pay outside this wage structure; however, the Director of Human Resources may, under special circumstances, authorize the hiring of such personnel at rates of pay outside the established pay schedule when the circumstances justify such authorization. Additionally, the Director of Human Resources may authorize employees in the Recreation Services Division to be hired to fulfill multiple (three or more) positions at one blended rate of pay according to the established pay schedule and on the recommendation of the Director of Recreation Services.

A. Job Classifications/Pay Schedules

The following table identifies a categorical listing of job classifications governed by this Administrative Order together with the corresponding pay rates to which each is assigned.

<u>RECREATION SERVICES</u>	
<u>PAY SCHEDULES / RATES & RANGES</u>	
<u>Pay Grade/Schedules</u>	<u>Rates / Range</u>
1	\$8.10 - \$12.50/hr
2	\$10.50 - \$14.50/hr
3	\$12.50 - \$16.50/hr
4	\$14.50 - \$18.00/hr
5	\$16.00 - \$22.00/hr
6	\$16.00 - \$28.00/hr
7	\$18.00 - \$36.00/hr
Aquatics Family	
Lifeguard	\$9.00 - \$11.00/hr
Lifeguard + LGI	\$9.50 - \$11.50/hr
Lifeguard + WSI	\$11.00 - \$12.50/hr
Lifeguard +LGI + WSI	\$11.50 - \$12.50/hr
Swim Instructor (WSI)	\$10.00 - \$12.00/hr
<u>EVENTS ADMINISTRATION</u>	
<u>PAY SCHEDULES / RATES & RANGES</u>	
<u>Classification Title</u>	<u>Pay Schedule</u>
Event Worker I	\$10.50 - \$14.50/hr
Event Worker II	\$14.50 - \$18.00/hr
Event Assistant	\$16.00 - \$22.00/hr
Events Specialist	\$16.00 - \$28.00/hr
<u>CLERICAL SUPPORT</u>	
<u>Classification Title</u>	<u>Pay Schedule</u>
Clerical Worker I (High School Student)	\$8.10 - \$12.50
Office Assistant I or II (College Level & Above)	*Based on the equivalent fulltime hourly rate of Administrative Support 6.1.

**PARKS OPERATIONS, STREET AND UTILITIES OPERATIONS, AND
FACILITIES MANAGEMENT
MAINTENANCE WORKER**

<u>Pay Grade/Schedule</u>	<u>Rates</u>
Non CDL Year 1	\$12.58/hr
Non CDL Year 2	\$12.95/hr
Non CDL Year 3	\$13.37/hr
Non CDL Year 4	\$13.84/hr
CDL Year 1	\$15.85/hr
CDL Year 2	\$16.17/hr
CDL Year 3	\$16.59/hr
CDL Year 4	\$17.06/hr

B. Recreation Services/Events Administration Job Classifications

The following is a listing of City Recreation Services and Events Administration classifications and corresponding pay grades.

Pay Grade 1

Babysitter	Day Camp Counselor	Guest Services I
Travel Aide	Teen Program Staff	Concession Worker
Apprentice Instructor	Specialty Camp Assistant	Theater Tech 1
Open Gym Supervisor	Birthday Party Coordinator	Fitness Equipment Technician
Fitness Attendant I	Wee Folk Front Desk	Lifeguard + WSI
Lifeguard	Lifeguard + LGI	Lifeguard + LGI + WSI
Swim Instructor (WSI)		

Pay Grade 2

Senior Adult Volunteer	Outdoor Front Desk Worker
Adaptive Recreation Instructor	Assistant Concession Manager
Assistant Softball Supervisor	Guest Services II
Front Desk Worker	Assistant Swim Team Coach
Assistant Day Camp Site Supervisor	Fitness Attendant II
Event Worker I	Park Permit Assistant

Pay Grade 3

Aquatic Program Instructor	Facility Reservations Manager
Softball Supervisor	Theater Tech 2
Camp Activity Supervisor	Lead Swim Team Coach
	Indoor Pool Manager

Pay Grade 4

Day Camp Site Supervisor	Event Worker II
CTS Operator	

Pay Grade 5

Community Recreation Instructor	Program Specialist
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Aquatics Class Instructor
Aerobic Coordinator

Concession Manager
Event Assistant

Pay Grade 6

Aquatics Fitness Instructor
Fitness Instructor
Employee Wellness Instructor
Senior Adult Fitness Instructor

Adaptive Recreation Specialist
Manager on Duty
Theater Tech 3
Event Specialist

Pay Grade 7

Premium Instructor

IV. RATE OF PAY UPON APPOINTMENT / PAY INCREASES

A. Rate of Pay Upon Appointment

Seasonal/Temporary/Casual employees in the Recreation Services Division, Events Division and clerical workers shall initially be appointed at a starting rate of pay within the appropriate pay schedule, which is commensurate with their qualifications, capabilities, skills, etc. (Lesser qualified candidates shall be appointed at a lower rate within their respective pay schedule and better qualified candidates shall be appointed to a higher rate within their respective pay schedule.) A candidate's initial starting rate of pay shall be based on an assessment of his/her qualifications and shall be supported by appropriate documentation.

Employees in the Recreation Services Division may be assigned a blended rate of pay based on circumstances in which combining multiple positions are determined to add significant value to the organization. The rate of pay will be determined by the various positions that will be held and the importance of those positions. The recommendation of a blended rate of pay must be approved by the Directors of Recreation Services and Human Resources. Employees receiving blended rates of pay will be subject to review at least every six months by the division director, with subsequent adjustment recommendations provided to the Director of Human Resources as necessary.

Seasonal/Temporary/Casual employees in the Maintenance Worker classification shall initially be appointed at the starting rate of pay based on year one in either a Non-CDL Holder or CDL Holder classification based on the nature of the position. An employee will be assigned the CDL Holder rate of pay if they are in a position that requires the certificate and if they have a current up-to-date certification.

B. Pay Increases

Seasonal/Temporary/Casual employees shall be eligible for pay increases as follows:

Employees in the Recreation Services area will receive an annual merit increase on March 1st of every year.

Employees in the Maintenance Worker position will advance to the next step in the pay structure on March 1st of each year of consecutive service. Employees must have at least 90 days of service prior to March 1st to be eligible for the increase.

If the employee is not in an active status on the date of the annual increase, the employee shall receive the merit increase the next time the employee returns and is in an active status if it is within 12 months of the last active employment date. If the employee has not worked within the last 12 months and returns, he/she will be considered a new hire and will not be eligible for an increase until the above criteria is met.

If an employee voluntarily resigns and/or requests withdrawal of his/her PERS funds, the employee will be considered separated from the City. However, if the employee does return within a 12-month period of time to the same position, he/she shall fall into the above provision.

C. Pay Increase Guidelines

Seasonal/Temporary/Casual employees assigned to Recreation Services and Event Administration shall be eligible for the normal merit pay increases based on the employee's performance and as determined by any other significant factors relevant to the qualifications of the position. Increases relevant to the various steps of the Aquatics Family (Schedule G) will be based on the division's specific needs and the certifications that are required for each step. Pay increases must be authorized by the employee's immediate supervisor and Division Director, on the form prescribed by the Division of Human Resources and must be forwarded to the Division of Human Resources for proper processing.

IV. ADMINISTRATION OF WAGE STRUCTURE

The Director of Human Resources through the efforts of his/her staff, shall have the authority and responsibility for administering the aforementioned wage structure, including the accurate assignment of wage rates pursuant to the structure. The Director of Human Resources shall also have the authority to resolve any disputes or questions regarding the administration of the wage structure.

V. AMENDMENTS

The wage structure contained in this Administrative Order shall be reviewed on an annual basis, and may be revised as supported by proper justification. This Administrative Order shall be in effect until which time amendments are approved by the City Manager.