

TO: Personnel Board

FROM: Mike Lipski, Human Resources

DATE: December 3, 2018

SUBJECT: Lifeguards

Parks Superintendent Eric Knepp and Recreation Services Coordinator Joshua Schmitt have requested a study of the current hourly Lifeguard series because the current progression no longer meets the needs of the Aquatics Program. Based on a review of the updated position descriptions and discussions with Mr. Schmitt and Parks Community Services Manager Claire Oleksiak, I recommend that the Lifeguard series be recreated as follows:

- The existing classifications of Lifeguard 1-3 be deleted.
- The Lifeguard 1 will be retitled to Lifeguard, at the existing salary rate of \$14.99.
- The Lifeguard 2 will be retitled to Swim Instructor at the existing salary rate of \$15.73.
- The Lifeguard 3 will be retitled to Head Lifeguard at the existing salary rate of \$16.55.

The Aquatics Program of Parks generally operates between May and September and provides lifeguard services at the Goodman Pool and City beaches. The pool and beaches are staffed with hourly lifeguards, who are responsible for safety, but who also teach swim lessons. Currently, the Lifeguard series has 3 levels. A new hire starts as a Lifeguard 1, and if the person is recalled, they automatically move to a Lifeguard 2 for their second season and beyond. A Lifeguard 3 is reserved for the head guards, who provide leadership and support to the other lifeguards, coordinate work, and provide policy clarification as needed. The Lifeguard 3 positions are filled through competition, generally from the returning group of lifeguards. In order to cover the swim lessons, Mr. Schmitt has solicited volunteers from the group of returning lifeguards. While generally able to secure enough volunteers, there is no monetary incentive for anyone to become a swim instructor, which requires a special certification and a different schedule, as lessons are taught in the morning, before the pool opens to the public.

The proposed restructuring would provide incentive for returning lifeguards to become swim instructors in order to meet the needs of the Aquatics Program. Although the automatic progression to a Lifeguard 2 would go away,¹ the entry salary for Lifeguard with the City of Madison is significantly higher than surrounding communities so this would not put the City at a competitive disadvantage. Changing the Lifeguard 2 to a Swim Instructor will allow the Aquatics Program to provide an incentive for lifeguards to obtain the swim instructor certifications and teach lessons. This should also ensure that the Aquatics Program will continue to be able to fill the necessary instructor positions. Finally, changing the Lifeguard 3 to a Head Lifeguard more accurately reflects the work of that position. Elimination of the numbers 1-3 remove the idea that there is automatic progression within the series and the new titles better reflect the overall work structure within the section. Finally, there is no cost to this proposal as the existing wage rates will remain the same.

¹ Any returning Lifeguard 2s who do not want to teach swim lessons will be grandfathered under this proposal. No returning employees will make less than they did in 2018.

We have prepared the necessary Resolution to implement these recommendations.

cc: Eric Knepp—Parks Superintendent
Claire Oleksiak—Parks Community Services Manager
Joshua Schmitt—Recreation Services Coordinator
Greg Leifer—Employee and Labor Relations Manager