

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board of Commissioners**

FROM: Vanessa Zaputil: Commissioner

DATE: 05/13/19

SUBJECT: **Summer Premium Pay for Lifeguards and Instructors**

ISSUE

Should the TPMPD consider a Summer Premium Pay Wage Schedule?

FINANCIAL IMPACT

\$3,308 Budgetary Impact

BACKGROUND

The TPMPD adopts a Budget in December of each year which includes anticipated income and expenditures. Lifeguard and Instructor Wages are separated as line items on the Budget and are estimated based on average wages anticipated to be paid and historical open and programmed facility hours during the calendar year. The Board of Commissioners also approve the TPMPD wage scales periodically.

DISCUSSION

At the TPMPD Retreat, the Director of Aquatics Operations indicated some of the challenges surrounding the summer hiring season included the opening of summer pools which results in competition for the lifeguard and instructor work force. This competition drives up local pay and compensation during the summer months for these positions.

The TPMPD has the potential to retain more current employees and attract other employees if pay during the summer months were more competitive. A \$2/hour Premium Pay was identified to be reasonably competitive, while still maintaining a separation from supervisory positions. The following tables shows the scale that is being proposed and a matrix of pay at swimming pools in the immediate area.

	Step A	Step B Entry with 1 Year Exp.	Step C Entry with 2 Years Exp.	Step D Entry with 3 Years Exp.	Step E	Step F
Lifeguard Base Pay	\$12.50	\$13.00	\$13.50	\$14.25	\$15.00	\$16.00
*Summer Premium Pay	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00
*Total Pay	\$14.50	\$15.00	\$15.50	\$16.25	\$17.00	\$18.00
Instructor Base Pay	\$13.50	\$14.00	\$14.50	\$15.25	\$16.00	\$16.75
*Summer Premium Pay	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00
*Total Pay	\$15.50	\$16.00	\$16.50	\$17.25	\$18.25	\$18.75

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	Lifeguard	Instructor
Sea-Tac- Angle Lake (Summer Only)	\$14.00-\$16.00	
City of Renton (Summer Only)	\$12.50-\$15.50	
Lakeridge (Renton) (Summer Only)	\$15.00	\$15.00
Olympic View (Normandy Park) (Summer Only)	\$11.50	\$11-\$12.50
Mt. Rainier	\$13.50-\$16.00	\$14.00-\$18.00
City of Seattle (Summer Beaches and Year-Round Pools)	\$17.76	

The following table shows the anticipated necessary hours for the Lifeguard and Instructor positions during the period from 6/1/19 – 8/31/19 and the estimated budgetary impact.

	Lifeguards	Instructors	Combined	Budgetary Impact
Summer Hours- 6/1/19-8/31/19	3284.25 hrs	1807.5 hrs	5091 hrs	\$10,182 (plus taxes/UI/L&I) -Assumes a \$2/hr premium

The following tables shows some cost savings that have been identified to reduce the budgetary impact and the estimated net budgetary impact.

Proposed 2019 Budget Anticipated Cost Savings

Proposal	2019 Budget Actual Through 3/31/19	2018 Budget Actual Through 3/31/18	Proposed Savings
Lifeguard Expense Wages	16.83% of Budget	20.91% of Budget	4%= \$7,280 (plus taxes/UI/L&I)

Estimated Budgetary Impact

Summer Hours	Proposed Savings		Taxes, U/I/L&I	Net Impact
\$10,182 (plus taxes/UI/L&I)	\$7,280 (plus taxes/UI/L&I)	\$2,902 (plus taxes/UI/L&I)	\$406.28	\$3,308.28

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Although the TPMPD Budget cannot fiscally support a permanent increase in the wage scale under current conditions, it could be feasible to target the months that pose the greatest challenge to staff the facility and provide the proposed moderate increase to the Lifeguard and Instructor positions.

The attached Draft Summer Premium Pay Wage Scale show the steps and criteria that are being proposed. The period being considered would be from 6/1/19 to 8/31/19. The Terms and Conditions of receiving the Summer Premium Pay include a payout at the end of the summer for just the premium pay portion and a minimum number of hours worked during the summer. The benefits of a payout at the end of the summer rather than a set hourly increase are twofold- first it encourages employees to remain a TPMPD employee through the summer months and secondly, employees could better see the intent and perceive the payout as a positive (bonus) rather than a negative (hourly decrease).

RECOMMENDATIONS

It is recommended that the BOC:

- a) Consider approving a Summer Premium Pay Wage Scale

ATTACHMENTS

- a) Draft TPMPD 2019 Summer Premium Pay Wage Scale
- b) 2019 TPMPD Wage Scale

TPMPD 2019 Summer Premium Pay Wage Scale

(Lifeguards & Instructors Only)

Effective 6/1/19 – 8/31/19

	Step A	Step B Entry with 1 Year Exp.	Step C Entry with 2 Years Exp.	Step D Entry with 3 Years Exp.	Step E	Step F
Lifeguard Base Pay	\$12.50	\$13.00	\$13.50	\$14.25	\$15.00	\$16.00
*Summer Premium Pay	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00
*Total Pay	\$14.50	\$15.00	\$15.50	\$16.25	\$17.00	\$18.00
Instructor Base Pay	\$13.50	\$14.00	\$14.50	\$15.25	\$16.00	\$16.75
*Summer Premium Pay	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00
*Total Pay	\$15.50	\$16.00	\$16.50	\$17.25	\$18.25	\$18.75

*Subject to Terms & Conditions

Summer Premium Pay Terms and Conditions

- Only Lifeguard and Instructor hours worked between 6/1/19 and 8/31/19 will be eligible for the Summer Premium Pay and Summer Premium Pay will only be paid to TPMPD Employees working a minimum of 250 hours for the TPMPD (Lifeguard and or Instructor shifts combined) between 6/1/19 and 8/31/19
- All Summer Premium Pay hours will be paid in one payment on the first pay period after 8/31/19- Base pay shall be paid during regular pay periods.
- Employee must be satisfactorily employed with the TPMPD on 8/31/19 to be eligible for the Summer Premium Pay payment- terminated employees will not be eligible.
- Summer Premium Pay is in addition to any other employee premiums (ex. Opening shift, Holiday shift)
- All Terms and Conditions of the TPMPD Employee Handbook will continue to be in full force

TPMPD Wage & Salary Schedule 2019
(WA minimum wage = \$12.00 per hour)

	Step A	Step B	Step C	Step D	Step E	Step F
Lifeguard	\$12.50	\$13.00	\$13.50	\$14.25	\$15.00	\$16.00
Head Guard	\$15.00	\$15.50	\$16.25	\$17.00	\$18.00	\$19.00
Instructor	\$13.50	\$14.00	\$14.50	\$15.25	\$16.00	\$17.00
Instructor Training (Non-Lifeguard)	\$12.00					
Instructor Private Lesson	\$20.25	\$21.00	\$21.75	\$22.88	\$24.00	\$25.50
Water Exercise Instructor	\$14.50	\$15.00	\$15.50	\$16.25	\$17.00	\$18.00
Front Desk	\$12.00	\$12.50	\$13.00	\$14.00		
Front Desk Lead	\$13.00	\$13.50	\$14.25	\$15.00	\$16.00	
Bookkeeper	\$19.50	\$20.50	\$21.50	\$22.50		
Building Maintenance Worker I	\$20.00	\$21.00				
Building Maintenance Worker II	\$25.00	\$26.00				
Assistant Manager	\$19.00	\$19.50	\$20.00	\$21.00	\$22.00	\$23.00
District Administrator	\$25.00	\$26.00	\$27.00			
Director of Aquatic Operations (1 FTE)	\$55,000	\$57,080	\$59,160			
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	\$65,000	\$67,080	\$69,160			

Draft Revised 12/10/18