





TITLE: Parks, Recreation & Cultural Arts Retention Incentive Policy		POLICY: HR-412-2024
EFFECTIVE DATE: 3/18/2024	SUPERSEDES: N/A	PAGES: 4
MAYOR: Christine Frizzell DocuSigned by: 	DEPARTMENT DIRECTOR: HR Director Annie Vandenkooy DocuSigned by: 	

APPLICABLE TO: Non-Benefited Part-Time Recreation Division Lifeguard and Camp Counselor employees.

POLICY STATEMENT: This policy creates a retention incentive program for the non-benefited part-time lifeguards and camp counselors to address the recruitment and retention difficulties for these positions.

PURPOSE: The Recreation Division of the PRCA has longstanding shift staffing challenges. This policy creates an incentive program which mitigates the shift staffing challenges for these two specific positions listed herein.

DEFINITIONS:

Non-benefited: job positions which do not receive employee benefits; except as required by federal or state law.

Non-Benefited, Part-Time Camp Counselor: job positions do not receive benefits and typically do not work an average greater than 37 hours per work week, for greater than 11 weeks in the calendar year.

Non-Benefited, Part-Time Lifeguard: job positions do not receive benefits and typically do not work an average greater than 20-21 hours per work week.

Part-time: job positions which are not regular, nor regular part-time. These positions typically do not exceed 20-21 hours per week.

PRCA: Parks, Recreation & Cultural Arts Department of the City of Lynnwood.

Personnel Action Notice (PAN): The PAN will document the retention incentive amount earned, which will be paid out in normal payroll cycles established by the Finance Department as part of the employee paycheck.

POLICIES:

The Recreation Division encourages employees covered under this policy to sign up for work shifts which helps to alleviate shift staffing uncertainty and allows for predictable program enrollments and participation by community members and where the City strives for high customer service satisfaction levels by providing more access to community recreation programs. The retention incentive program will be paid out according to the table below.

Hours Worked in a Calendar Quarter Q1: Jan. - Mar., Q2: April - Jun., Q3: Jul. - Sept., Q4: Oct. - Dec.	Quarterly Incentive Amount for Worked Hours During a Calendar Quarter
143 hours	\$250
273 hours	\$750

Hours worked in one quarter in the table above will earn the incentive amount in the corresponding column. The incentive will be paid after the closing of the quarter. Incentive payouts will be processed as timely as possible utilizing the published payroll calendar. For example, if the employee works 143 hours in the first quarter of the year (January, February, and March), the employee will be paid the commensurate incentive amount of \$250 in the month of April's payroll.

Hours worked in one quarter will not stack. The employee may earn only one incentive amount (whichever is greater). For example, if the employee works 143 hours during the January, February, and March quarter, and continues to work up to or exceeds the 273rd hour in the quarter, the employee will earn a total of \$750.00 for the incentive amount. The employee would not earn the \$250 dollars plus the \$750 for that quarter.

An employee may receive an incentive amount for each quarter they meet an the applicable threshold. Hours worked do not carry over from one quarter to the next.

This policy does not apply to regular part-time employees or full-time employees.

See Attachment "A" for camp counselor and lifeguard classifications falling under this policy.

RESPONSIBILITIES:

The PRCA supervisors are tasked for ensuring the subject employees under this policy have their work hours tracked for a quarter and will create the respective retention incentive PANs in MUNIS. Human Resources will review PANs entered in MUNIS and will verify for accuracy before approving and sending to Payroll for payroll processing.

Nothing in this policy prohibits PRCA management from adjusting the positions' hours of work, schedules or operational sustainability measures needed for the program. Nothing in this policy creates a contract of employment. The City of Lynnwood has sole discretion to amend, suspend and/or discontinue this policy at any time. Any incentive earned prior to an amendment or discontinuance of the policy will be paid as provided herein.

PROCEDURES:

PRCA supervisors will track subject employee hours worked each applicable current calendar year quarter. At the end of each calendar quarter PRCA will work with Human Resources for review and verification of the tracked hours. HR will submit Personnel Action Notices (PAN). Payroll will audit incentive PANs before posting.

Tracking, and processing procedures may change, provided the Finance Department, PRCA Department and Human Resources Department confer and agree on the methods of processing changes, and for which do not conflict with payment timelines or terms listed under this policy.

ATTACHMENT A

CAMP COUNSELOR POSITIONS:

<i>JOB CLASS</i>	<i>JOB TITLE</i>	<i>PAY GRADE</i>
6813	Recreation Leader	C
6815	Recreation Specialist II	D
6816	Recreation Specialist III	E
6817	Recreation Specialist IV	G

LIFEGUARD POSITIONS:

<i>JOB CLASS</i>	<i>JOB TITLE</i>	<i>PAY GRADE</i>
6808	Lifeguard/Swim Instructor	C
6809	Lifeguard/WSI I	E
6810	Lifeguard/WSI II	G