

# **LIFEGUARD I SPRING WILL WORK PROCEDURES 2008**

## **CENTRALIZED SCHEDULING**

Mission Beach staff is responsible for scheduling all Lifeguards I working from October 1, 2007 through March 14, 2008. Contact Mission Beach if you are available to work prior to March 15, 2008.

## **SPRING BREAK – March 15 through March 23, 2008**

Contact your Area Scheduler for work instructions for Spring Break. All second year lifeguards and third year lifeguards who have not been assigned to an area should contact Ocean Beach and follow the Will Work Procedures listed below.

## **“CORE” LIFEGUARDS**

If you are assigned to an area and are working regularly in that area you are considered a “Core” lifeguard for that area.

## **UNASSIGNED LIFEGUARDS**

All lifeguards who have not been assigned to an area should follow the Will Work procedures below.

## **WILL WORK PROCEDURES**

In an effort to streamline springtime scheduling, the Southern Area (OB and Mission Bay) will begin a new e-mail based scheduling system. Lifeguards will now be required to send their availability via e-mail. The completed schedule will be sent out to each employee’s city email account.

Spring Break will begin on March 15 through March 23. Spring Break availability must be sent no later than March 7<sup>th</sup> 1200 Hrs. To: [southernwillwork@gmail.com](mailto:southernwillwork@gmail.com) . The new Schedule will be sent out on March 10<sup>th</sup>.

Questions should be directed to LG II Riley at Ocean Beach, “A” Division (Days off Sun- Tues).