

CITY OF SAN DIEGO DEPARTMENT INSTRUCTION	NUMBER DI - 3.19	DEPARTMENT Park & Recreation
SUBJECT STAFFING OF RECREATION CENTERS AND SWIMMING POOLS	PAGE 1 OF 2	EFFECTIVE DATE JULY 1, 1998
<p><b>3.19.1 PURPOSE</b></p> <p>The purpose of this Department Instruction is to clarify the Department's staffing policy for Recreation Center Directors, Assistant Recreation Center Directors, and Swimming Pool Managers, as it pertains to their respective facilities.</p> <p><b>3.19.2 AUTHORITY</b></p> <p>Policy of the Park and Recreation Director.</p> <p><b>3.19.3 POLICY</b></p> <p>A. The Recreation Center Directors and Assistant Recreation Center Directors are to be scheduled so that either the Recreation Center Director or Assistant Recreation Center Director is covering the center every week night and Saturday at closing time. Each of these positions must work at least two nights a week. This means that if one of these positions only works the minimum of two nights a week, the other position will be working the remaining three nights and one of the two positions will also be working on Saturday. District Managers and Area Managers are instructed to insure that scheduled workdays are distributed fairly and that Recreation Center Directors are not using Recreation Leaders/Recreation Aides to close recreation centers and exclusively to run recreation centers on Saturdays. Recreation Center Directors without Assistants are to work either a minimum of three week nights until closing or two nights a week until closing plus Saturday.</p> <p>B. A Swimming Pool Manager I, II, or III is required to be on site during all times the facility is open. If an emergency arises, Area Managers are authorized to give approval for coverage during open hours by a Pool Manager from the substitute list or from</p>		

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another pool. If a substitute Pool Manager is not available, a Pool Guard II, certified in "Emergency Response" and trained to respond to all emergencies in a Pool Manager capacity, may be used in an "out of class" capacity, also with approval from the Area Manager. District Managers and Area Managers are instructed to insure that Pool Managers II and III are not scheduling themselves to work exclusively during non-peak hours, while using Pool Managers I to cover during the busiest hours (this especially applies to Pool Managers II and III scheduling themselves to work when pools are closed and only during weekdays).

- C. Exceptions to this policy for reasons of illness, vacation or training, may be granted by prior approval from the Area Manager. All other exceptions require prior approval from the District Manager. A copy of any approvals granted by the District Manager, should be forwarded to the respective Division Deputy Director.

#### 3.19.4 COMPLIANCE

This policy is in the best interest of the patrons who use our facilities and the communities we serve and is in line with the reasoning behind hiring Assistant Recreation Center Directors. In addition, it provides an opportunity for the managers to be more involved with what goes on at their facilities. The structure of our personnel force, our budgeted personnel dollars, and the need to have knowledgeable and trained employees on duty during major hours of operation make it imperative that this policy is complied with. Violation of this policy may be cause for disciplinary action up to and including termination.

Authorized by: Marcia C. M. [Signature]

Date: 8-17-98