

CITY OF SAN DIEGO
M E M O R A N D U M

DATE: Jan 1, 2010

TO: Seasonal Staff

FROM: Rob Brown, LG II Southern Scheduler

SUBJECT: Spring Break Schedule

In an effort to streamline springtime scheduling, the Southern District (OB and Mission Bay Beaches) will continue to use an e-mail based scheduling system. Lifeguards will be required to send their availability via e-mail. Use of e-mail ensures accountability for all parties. The completed schedule will be sent out to each employee's city e-mail account.

Spring Break will begin on March 29th through April 5. Bay and ocean staffing levels can be expected to be the same as last year.

Spring Break availability must be sent to rbrown@sanidiego.gov no later than 12:00 March 1st. The spring break schedule will be sent out on March 13th. Your e-mail should contain your name, phone number, days of availability, and qualifications (MT, PWC, etc.).

A new feature this year will involve the use of e-mail based text message to contact guards for work. Most wireless providers allow for text messages to be sent from an e-mail address. This will be used by the scheduler for those who sign up to put out a "page" for open shifts, changes, etc. Standard text messaging rates will apply with your wireless plan and implementation will be based on the level of interest. If you are interested in signing up for this, include the name of your wireless provider with your phone number and contact information.

Questions should be directed to Marcus Schreiber at Ocean Beach, "A" Division (off Sun- Tues). "B" Division contact is Rob Brown (off Thur- Sat)

Regards,

Rob Brown

RB/rb

cc: Lt. Greg Buchanan, Sgt. Gleason, Sgt. Vipond, Sgt. Jackson