



**CITY OF DUBLIN**  
**ADMINISTRATIVE ORDERS**  
**OF THE CITY MANAGER**

<b>ADMINISTRATIVE ORDER 2.28</b>	
<b>TO:</b>	City of Dublin Management
<b>FROM:</b>	Megan O'Callaghan, City Manager <i>Megan O'Callaghan</i>
<b>SUBJECT:</b>	Wage Structure for Non-Permanent Employees, Except Interns
<b>DATE:</b>	March 1, 2024
<b><i>Supersedes and Replaces Administrative Order 2.28 dated September 11, 2022 Regarding Same Subject.</i></b>	
<b>PROPONENT:</b>	Director of Human Resources

**1. PURPOSE**

The purpose of this Administrative Order is to establish a wage structure and related administrative guidelines for Non-Permanent employees, with the exception of "College Interns" which is administered under a separate Administrative Order.

**2. LEGISLATIVE AUTHORITY**

Pursuant to Section 2 ("Wage & Salary Structure/Administration"), paragraph I. of Ordinance No. 15-17 (Compensation Plan), the City Manager shall determine competitive, equitable compensation rates for Non-Permanent employees. Therefore, the following wage structure is hereby established for such employees.

**3. WAGE STRUCTURE**

- A. In accordance with the authority granted to the City Manager by Ordinance No. 15-17, the following wage structure and corresponding administrative guidelines are provided for all Non-Permanent employees.
- B. No Non-Permanent employee will be hired at a rate of pay outside this wage structure. The Director of Human Resources may, with the approval of the City Manager, under extraordinary circumstances, authorize the hiring of such personnel at rates of pay outside the established pay schedule when the circumstances justify such authorization.
- C. Additionally, the Director of Recreation Services may authorize an employee in the Recreation Services Division to be hired to fulfill multiple positions at one rate of pay according to the established pay schedule.

**D. Job Classifications/Pay Schedules**

- (1) The following table identifies a categorical listing of job classifications and corresponding authorized pay rates for each.
- (2) Individuals may only hold one primary position at a time unless special circumstances, as approved by the Director of Recreation Services, require the individual to hold multiple positions. An individual may not be subject to more than two rates of pay.

**ADMINISTRATIVE SUPPORT**

<b>Classification Title</b>	<b>Pay Rate Range</b>
Administrative Support 1	Based on the equivalent full-time hourly rate
Administrative Support 2	Based on the equivalent full-time hourly rate

**DIVISION: COMMUNITY EVENTS**

<b>Classification Title</b>	<b>Pay Rate Range</b>
Event Worker	\$16.00 - \$22.00/hr.
Event Coordinator	Based on the equivalent full-time hourly rate
Operations Team Member	\$16.00 - \$20.00/hr.
Reservation Specialist	\$21.00 - \$30.00/hr.

**DIVISION: PUBLIC SERVICE**

**Classification Title:** Seasonal Maintenance Worker

<b>Pay Grade</b>	<b>Rate</b>
Non-CDL Step 1	\$16.00/hr.
Non-CDL Step 2	\$16.48/hr.
Non-CDL Step 3	\$16.97/hr.
Non-CDL Step 4	\$17.48/hr.
CDL Step 1	\$19.27/hr.
CDL Step 2	\$19.85/hr.
CDL Step 3	\$20.44/hr.
CDL Step 4	\$21.06/hr.

**DIVISION: RECREATION SERVICES**

<b>Pay Grade</b>	<b>Pay Rate Range</b>
1	\$14.00* - \$26.00/hr.
2	\$20.00 - \$42.00/hr.

\*This minimum rate will be adjusted anytime federal or state law increases minimum wage, whichever is applicable.

<b>RECREATION SERVICES PAY GRADE TABLE</b>				
	<b>Pay Grade 1 \$14.00 to \$26.00</b>		<b>Pay Grade 2 \$20.00 to \$42.00</b>	
<b>General</b>	Program Assistant	\$16.50 - \$18.50	Recreation Specialist	\$21.00 - \$30.00
<b>Instructors</b>			Community Recreation Instructor	\$22.00 - \$28.00
			Fitness Instructor	\$26.00 - \$36.00
			Premium Instructor	\$24.00 - \$42.00
<b>Sports / Fitness</b>	Fitness Attendant	\$14.00 - \$17.00		
	Gym Attendant	\$14.00 - \$17.00		
<b>Camp Programs</b>	Day Camp Counselor	\$16.50 - \$18.50		
	Asst. Day Camp Site Supervisor	\$18.75 - \$20.75		
	Day Camp Site Supervisor	\$21.00 - \$25.00		
<b>Customer Service</b>	Birthday Party Host	\$14.00 - \$17.00		
	Child Care Attendant	\$14.00 - \$17.00		
	Teen Lounge Attendant	\$14.00 - \$17.00		
	Front Desk Worker	\$16.00 - \$20.00	Manager on Duty	\$21.00 - \$30.00
	Operations Team Member	\$16.00 - \$20.00		
<b>Technical</b>	Theater Tech 1	\$14.00 - \$17.00		
	Theater Tech 2	\$18.00 - \$21.00	Theater Tech 3	\$21.00 - \$30.00
	Esports Room Attendant	\$14.00 - \$17.00		
<b>Aquatics</b>	Concession Worker	\$14.00 - \$17.00		
	Guest Services 1	\$14.00 - \$17.00		
	Outdoor Front Desk Worker	\$16.00 - \$20.00		
	Assistant Concession Manager	\$16.00 - \$20.00	Aquatics Fitness Instructor	\$26.00 - \$36.00
	Lifeguard*	\$16.50 - \$20.00	Pool Manager	\$21.00 - \$30.00
	Swim Instructor (WSI)	\$16.50 - \$20.00	Service Manager	\$20.00 - \$30.00
	CTS Operator	\$20.00 - \$24.00		
	Aquatics Class Instructor	\$18.00 - \$26.00		

#### **4. BUDGET AND RATE OF PAY**

All divisions managing Non-Permanent employees are responsible for submitting and maintaining the division budget each year. All divisions ensure that the funds allotted for Non-Permanent employees stays within the approved budget.

##### **A. Recreation Services Budget Management**

- (1) The Division of Recreation Services is committed to providing quality recreation programs for the Dublin community. To ensure adequate staffing to support the needs of the Dublin Recreation Center the Director of Recreation Services may approve an employee to work on an as needed basis in a position at a pay rate equal to or below their established primary position.
- (2) During the operating budget process, the Director of Recreation Services will submit estimates for the amount of hours required by position to provide adequate staffing. Under the direction of the Director of Recreation Services, Recreation Administrators shall utilize this administrative order to manage within the approved annual Operating Budget.

##### **B. Recruitment Bonuses and Other Incentives**

It is the intention of the City to attract and retain the most qualified applicants. In certain economic or labor market situations there may be a need to incentivize to attract candidates to the positions contained in this Administrative Order. When this occurs, the applicable Division Directors will ensure there are sufficient and appropriate funds approved within their budgets and consult with Human Resources on potential incentive parameters. If implemented, any incentive program will be reviewed annually, in coordination with the Human Resources Director, to determine program effectiveness and future necessity. Incentives may include, but are not limited to, signing and retention bonuses, free DCRC membership, City-provided licenses/certifications, etc.

#### **5. RATE OF PAY UPON APPOINTMENT/PAY INCREASES**

##### **A. Rate of Pay Upon Appointment**

- (1) Employees in the Seasonal Maintenance Worker classification shall initially be appointed at the starting rate of pay indicated at "Step 1" in either a Non-CDL Holder or CDL Holder pay scale based on the requirements of the position. An employee will be assigned the CDL Holder rate of pay only if they are in a position that requires the certificate and if they have a current up-to-date certification, or at the approval of the Director of Public Service and the Director of Human Resources due to staffing needs.
- (2) Employees in the Recreation Services Division, Community Events and administrative support shall initially be appointed at a starting rate of pay within the appropriate pay schedule, which is commensurate with their qualifications, capabilities, skills, etc. A candidate's initial starting rate of pay shall be based on an assessment of his/her qualifications and shall be supported by appropriate documentation within the division and as approved by Human Resources. Once an employee's pay is established, the City does not re-evaluate pay outside of the provisions below.

## **B. Recreation Services Pay Increase Guidelines for Aquatics**

Based on staffing needs and upon receiving certification/technical skills training, in any of the following, Lifeguard Instructor (LGI), Water Safety Instructor (WSI), Certified Pool Operator (CPO), Aquatic Facility Operator (AFO), Colorado Timing System (CTS), or Class Instructor without Certification, a reevaluation of pay will be recommended. Failure to utilize your certification/technical skills training may result in a decrease in salary. The request shall be supported by appropriate documentation within the division and as approved by Human Resources.

## **C. Promotions and Demotions within Recreation Services and Events Administration**

- (1) If an employee is promoted or demoted, the supervisor, with the approval of the administrator, will re-analyze the employee's hourly pay based on the qualifications for their position.
- (2) Hiring supervisors will evaluate candidates being considered for promotion or demotion based upon the established minimum qualifications for the position and will perform structured interviews to appropriately assess the knowledge, skills, and abilities.
- (3) Employees will not be promoted without an approved vacancy, an interview process, and an assessment of qualifications that correlate with the needs of the position.
- (4) All new hires after the date of this Administrative Order will have a primary job with the potential of working in a position equivalent or lower in grade as needed to ensure proper staffing within Recreation Services, and with approval from the Recreation Administrators.
- (5) If the employee is promoted or demoted to a new position due to a reason out of their control or own doing, the employee shall still be eligible for the merit increase.

## **D. Pay Increases**

- (1) Non-Permanent employees shall be **eligible** for pay increases, contingent on budget appropriations and council approval, as follows:
  - a) Employees in an active status in the Recreation Services and Community Events divisions will receive an annual merit increase on March 1<sup>st</sup> of every year.
  - b) If the employee is not in an active status on the date of the increase, the employee shall receive the merit increase the next time the employee returns and is in an active status if it is within 12 months of the last active employment date.
  - c) Non-Permanent employees assigned to Recreation Services and Community Events shall be eligible for the normal merit pay increases based on the employee's performance and as determined by any other significant factors relevant to the qualifications of the position.
  - d) Pay increases in Recreation Services must be authorized by the employee's immediate supervisor, and Administrator, on the form prescribed by the Division of Human Resources and must be forwarded to the Division of Human Resources for proper processing. Pay increases in Community Events must be authorized by the Director of Community Events and must be forwarded to the Division of Human Resources for proper processing.

- e) If the employee is returning to a new position due to a reason out of their control or own doing, the employee shall receive the merit increase.
- (2) Non-Permanent employees assigned to Recreation Services and Community Events shall be **ineligible** for pay increases as follows:
- a) Employees newly hired or promoted after December 31 will be ineligible for an annual increase in March.
  - b) If the employee has not worked within the last 12 months and returns, they will be considered a new hire and will not be eligible for an increase until the eligible criteria is met.
  - c) If an individual is returning to a new position, they will be evaluated based on the criteria established in Section A and will not be eligible for a merit increase.
- (3) Pay increases, steps, or placement on steps may be adjusted in instances where an established pay grade for a position is adjusted. This may include, but is not limited to, changes made to meet federal or state law minimum wage or labor market conditions. When steps are adjusted, efforts will be made to place employees on the step that most closely matches the previous rate plus an increase.
- (4) Employees in the Seasonal Maintenance Worker position will advance to the next step in the pay structure on March 1<sup>st</sup> of each year of consecutive service. Employees newly hired on or after December 1<sup>st</sup> will be ineligible for a step increase on March 1<sup>st</sup>.

#### **E. Overtime and Double Time**

The Fair Labor Standards Act (FLSA) requires overtime pay for time worked in excess of 40 hours in the work week (Sunday – Saturday). Work schedule management for non-exempt non-union employees, including overtime and double time, is governed under Administrative Order 2.43. Non-permanent positions, are by their nature, intermittent and therefore do not have a standard set schedule. Overtime will be paid for time worked in excess of 40 hours in the workweek.

### **6. ADMINISTRATION OF WAGE STRUCTURE**

The Director of Human Resources, through the efforts of the Human Resources staff, shall have the authority and responsibility for administering the aforementioned wage structure, including the accurate assignment of wage rates pursuant to the structure. The Director of Human Resources shall also have the authority to resolve any disputes or questions regarding the administration of the wage structure.

### **7. AMENDMENTS**

The wage structure contained in this Administrative Order shall be reviewed as needed, and may be revised as supported by proper justification. This Administrative Order shall be in effect until which time amendments are approved by the City Manager.