

MEMORANDUM

REVISION 16, SERIES C

TO: Holders of CSA Rule Books

FROM: Career Service Board

DATE: March 12, 2007

SUBJECT: Addition of Career Service Rule 9-67 Golf Lesson Stipend

The Career Service Board has added Career Service Rule 9-67 Golf Lesson Stipend. The effective date of this revision is March 12, 2007.

	<u>Page Number</u>	<u>Issuance Dates</u>
Remove	9-12	April 1, 2006
Replace	9-12, 9-12.1	March 12, 2007

PLEASE INSERT IN YOUR RULE BOOK AS SOON AS POSSIBLE. THANK YOU.

9-66 Bilingual Services Differential

- A. When it is a requirement of the position, as determined by the appointing authority, to use bilingual skills more than thirty-five percent (35%) of the time, and the classification specification does not require bilingual skills for all incumbents of that classification, the appointing authority shall request bilingual services differential for the employee in that position.
- B. The Personnel Director must approve all requests for bilingual services differential. The effective date of the bilingual services differential shall be the beginning of the pay period following approval by the Personnel Director.
- C. To qualify for the bilingual services differential, the employee must demonstrate a proficiency in the second language according to procedures established by the Personnel Director.
- D. Employees who are eligible for bilingual services differential shall receive a differential based on the level of proficiency demonstrated by that employee:
 - 1. Fifty dollars (\$50) per pay period for basic conversational skills;
 - 2. Seventy five dollars (\$75) per pay period for proficiency in the language in both speaking and writing or reading; and
 - 3. One hundred dollars (\$100) per pay period for expert proficiency in the language which includes translation skills.
- E. When an employee changes positions and the language skills are not a requirement of the new position, the bilingual services differential shall cease.
- F. The appointing authority may terminate the assignment of bilingual duties to a position at any time.

9-67 Golf Lesson Stipend

(Effective March 12, 2007; Rule Revision Memo 16C)

- A. Upon request by the Manager of Parks and Recreation, the Personnel Director may allow eligible employees to receive a Golf Lesson Stipend for lessons conducted at City-owned golf facilities, subject to the following conditions:
 - 1. The employee must be in a position that is exempt from overtime under the FLSA.
 - 2. The employee must either be enrolled in the Professional Golf Association (PGA) or Ladies Professional Golf Association (LPGA) apprenticeship program, or have a valid PGA or LPGA membership.
 - 3. The Department of Parks and Recreation retains the right to revoke eligibility for the stipend for any business-related reason, at any time.

4. The employee has the responsibility for the following;
 - a. Selling and booking the lesson;
 - b. Collecting the fees; and
 - c. Conducting the lesson.
5. All lessons must be entered into and tracked by the golf course's point of sale system, or other tracking system as specified by management.
6. All lessons must be conducted at a time that does not interfere with the employee's job duties. The employee is responsible for completing their assigned schedule each week, not including time spent teaching lessons. The only compensation the employee will receive for time spent teaching golf lessons is the Golf Lesson Stipend.
7. Golf Lesson Stipends will be considered as compensation and included as reportable income.

B. Amount of Stipend

1. The City shall retain sixteen percent (16%) of the fee charged.
2. The City portion of the fee will include the cost of golf balls.
3. Eighty-four percent (84%) of the fee will be paid to the employee as a Golf Lesson Stipend.
4. Stipends will be paid on collected revenue only.

Section 9-70 Hours of Work

9-71 Standard Work Week

- A. The five (5) day forty (40) hour week shall be the standard work week for employees of the Career Service.
- B. Standard work hours shall be eight (8) hours per day, excluding the meal period.
- C. Appointing authorities shall be responsible for establishing daily work schedules.
- D. The work week shall begin on Sunday and end on Saturday unless otherwise designated by the appointing authority.