

It is against City policy to discriminate against anyone because of their race, color, religion, sex, age, national origin, disability, or income. No disparaging comments should ever be made related to any of the aforementioned characteristics.

All services and activities provided by the City shall be administered without regard to race, color, religion, sex, age, national origin, disability or income. It is the City's policy to provide reasonable accommodations to individuals with disabilities so that they may access City programs and facilities.

If any individual requests an accommodation so that they may use the facility, contact the manager if you are unable to provide the needed assistance.

K. AFTER HOURS USE

Personal use of the facilities by employees outside of operating hours is expressly prohibited.

L. PRIVATE SWIMMING LESSONS

Employees who choose to offer private swimming lessons must give them during daily operating hours of the swimming pool on their own time. Employees must not be on the city payroll while doing so.

M. REIMBURSEMENT FOR CERTIFICATION EXPENSES

The City of Washington will reimburse lifeguards for one-half of the cost of their initial certification or recertification as a lifeguard upon completion of a full season of employment and upon receipt of proof of payment and written request for reimbursement.

If the employee is rehired and completes a second season of employment, the City of Washington will reimburse lifeguards for the additional one-half cost of their initial certification or recertification upon receipt of proof of payment and written request for reimbursement.

If employment is terminated for any reason before the end of the season, reimbursement will not be made.

4. EMPLOYEE RESPONSIBILITIES

A. RESPONSIBILITIES

It shall be the responsibility of all staff members to:

1. Accept responsibility for all assignments as assigned or directed by their supervisor.
2. Attend and be held accountable for information presented at all staff meetings and training.
3. No employee shall be under the influence of alcohol or drugs while on duty.
4. No tobacco use of any kind is allowed at city facilities.
5. Avoid passing rumors or confidential information to patrons or other staff members. Let management handle distribution of information.
6. Staff will not congregate, visit or socialize during work. If you have time to stand around and visit, you have time to clean.
7. Discrimination, sexual harassment, or any other forms of harassment are behaviors that are prohibited and will not be tolerated.
8. Any employee who has a grievance must follow the chain of command.
9. The ability to work as a team is expected.
10. It is your job to prevent accidents.
11. Do not spend more than a few seconds correcting infractions. If a patron wishes to argue, involve the assistant manager or manager.
12. Do not allow your attention to be diverted away from your coverage area while on the stand. If a patron wishes to speak to you about something
13. Be aware that the public can be easily offended. Therefore, when corrections have to be made, choose your wording carefully. Do not hesitate to point the patron to the assistant manager/manager.
14. Be alert at all times. You are on duty from the time you arrive until you leave the pool, and you are accountable for your actions at all times.
15. Staff members should be familiar with the operation, maintenance and use of all safety equipment and operational equipment.
16. Staff members should know how to perform water testing and maintain safe chemical levels.
17. Staff members will be responsible for cleaning and maintaining the pool water.