

Summer Times

May 20, 2009

Welcome!

The staff at Greater Houston Pool Management, Inc. would like to welcome all employees to a new and exciting season.

Special points of Interest

- Paychecks
- Safety Break Reminder
- Audits
- In-services
- Activity Codes
- Employee/Facility of the month
- Lifeguard Competition



Safety is our #1 concern!



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IN-SERVICES

All employees are required to complete state mandatory in-service trainings for the summer months. This is STATE LAW.

ATTENDANCE IS MANDATORY.

You must complete one (1) hour *per week* of online training AND one and a half (1 1/2) hours *per session* of physical in-service training at the pool. Dates and times for Session 1 - June 6th - July 10th are included with this newsletter. More information will be posted at your facility and listed on our website under the Employee News section.

If you do not attend your in-services, you will receive disciplinary points and/or suspension as it is imperative that you attend.

PAYCHECKS

Just as a reminder, this paycheck runs from Monday, April 27 – Sunday, May 10, 2009. Please review your paycheck for accuracy: name, social security number, pay rate, shifts worked, etc. If there are problems concerning your paycheck please fill out the payroll discrepancy form. This form can be found on our website under the Employee News section. We must have the discrepancy in writing. Please do not call. We will thoroughly investigate any discrepancies.

PUNCTUALITY

Please remember that being “on-time” is arriving 10 minutes early. If you arrive at the start time of your shift, you are considered late. *You must arrive 10 minutes early to each shift, including pool parties.*

Also, it is the employee’s responsibility to clock in AND out for each shift you work. If you forget to clock in or out, you must fill out the Timekeeping Correction Form on our website. Adjustments to your timecard will not be made until you fill out this form.

TEAM work equates to a SAFE facility

- Remember your actions impact all GHPM employees
- Use your whistle (appropriately)
- Be in a clean uniform
- Do your fair share in cleaning the facility, a little work from everyone WILL make a difference
- Be on time for your shift, every minute DOES count
- Be kind and smile, your kindness will carry over to the next shift
- Give positive pointers that will help make each other a better lifeguard
- Form a lifeguard competition team—a great method of ensuring a safe and well trained staff

LIFEGUARD COMPETITION

Do you have what it takes to be GHPM's top lifeguard team? If so, sign up for our 6th annual Lifeguard Competition! This year the competition will take place on Monday, July 27th. Each participant will receive a t-shirt and prizes will be awarded to the top teams! Each team must consist of 4-6 members (2 of which must be females). Space is limited and each facility is expected to have a team. If you are interested, please contact your area manager or manager. The Captains meeting date/time will be announced soon. Please check the website for this information

FACILITY & EMPLOYEE OF THE MONTH

GHPM will nominate facilities and employees from each area/region every month. Of those nominees, an employee of the month and facility of the month will be chosen for each area/region.

CRITERIA:

Facility of the Month: cleanliness, employee relations, teamwork and paperwork

Employee of the Month: customer service skills, job performance, and reliability.

WINNERS will be recognized and awarded Lifeguard Reward Points

SAFETY AUDITS

GHPM will be sending out Lifeguard Instructors to perform random audits on all GHPM employees. Continuously study your American Red Cross Lifeguard and CPR books to prepare for this visit. You must have your CPR mask with you at all times.

TAKE CARE OF YOURSELF!!!

It is getting hotter out there. Please keep yourself hydrated by drinking water and/or Gatorade. Limit your intake of sodas; this will only dehydrate you more. Also, it is important to wear sunscreen at all times. Remember, you can get sunburned from the glare off the pool water and during a cloudy day.

SAFETY BREAK REMINDER

If you are working at a 2 guard facility, during safety break, one (1) lifeguard must be visible on deck.

If you are working at a 3 or more guard facility, one (1) lifeguard must be in the lifeguard stand.

Activity Codes

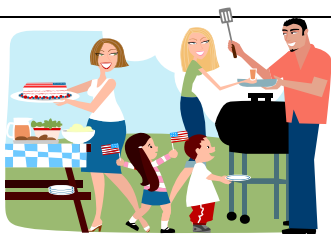
When you clock in and out, you must use an activity code. Activity codes are posted at each facility.

AC 1 = regular lifeguarding shift

AC 2 = *AFTER* hour pool party (the party occurs before or after the pool opens/closes)

AC 5 = *OPEN* hour pool party (the party occurs when the pool is open)

AC 7 = In-service training at the pool



Memorial Day weekend is the first big weekend of the year. Take the time to go above and beyond and make that "first" impression a good one!