

# Summer Times

July 1 2009

## *Special points of Interest*

- Bonuses
- Lifeguard Competition
- Staff Appreciation Day
- Employee/Facility of the Month



***Safety is our #1 concern***

## BONUSES

Bonus checks are mailed mid October.

Employees that work hard and follow GHPM's policies and procedures have an opportunity to earn more money through our bonus program. There are 4 methods to earn a bonus.

### **You can receive the bonus listed below if you:**

- ◆ Work until the end of the season (September 27<sup>th</sup>) or an agreed upon finish date. (Agreed upon finish dates must be submitted in writing to the Human Resource Director for approval. You must receive written confirmation that your finish date is approved. If you do not follow this procedure, you will forfeit the bonus.)

The following scale is based on number of lifeguard hours (activity codes 1 & 5 only) worked from May 2<sup>nd</sup>-September 7<sup>th</sup>

|                |                       |
|----------------|-----------------------|
| 100-149 hours: | \$.05 per hour worked |
| 150-199 hours: | \$.10 per hour worked |
| 200-249 hours: | \$.15 per hour worked |
| 250-299 hours: | \$.20 per hour worked |
| 300+ hours:    | \$.25 per hour worked |

- ◆ Complete the mandatory physical and on-line in-service trainings for June, July and August
  - If you complete at least 10 hours of in-services, 3 hours must be physical in-services at the pool. You will receive 100% of the bonus
  - If you complete 9 hours of in-services, 3 hours must be physical in-services at the pool. You will receive 90% of the bonus
  - If you complete 8 hours of in-services, 3 hours must be physical in-services at the pool. You will receive 80% of the bonus
  - If you complete 7 hours of in-services, 3 hours must be physical in-services at the pool. You will receive 70% of the bonus

- ◆ You will receive \$1.00 per hour for every hour you work September 5<sup>th</sup> – 27<sup>th</sup> to be paid on the bonus check issued in **mid-October**.

\***SPECIAL NOTE:** For Labor Day weekend (September 5-7), there is an overlap in days which means you could potentially receive \$1.25 per hour.

- ◆ College students attending class outside of Harris, Montgomery, Brazoria, Galveston, Wharton, and Fort Bend counties will earn time and half pay for each hour worked after their school has started, but will receive regular pay during the normal pay cycle and receive the ½ time on the bonus check. You must notify in writing the **HR Department by July 1** of your school start date. If you do not properly notify the HR Department you are not eligible for the time and a half pay.

## **ATTENTION COLLEGE STUDENTS!!**

The deadline to notify the office of your last day of work was July 1st. If you have not notified the Human Resource Department, you must do so immediately.

This will affect your bonus. Please send an email to HRD@greaterhoustonpool.com with the college you are attending, date classes begin and your last day of work.

## **PAYCHECKS**

Just as a reminder, this paycheck runs from Monday, June 8 – Sunday, June 21, 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.

## **REMINDERS**

When Clocking in and out, you must use the pool phone. If you clock in or out from another phone you will not be paid for that shift.

Don't forget to turn your SAFE KIDS campaign pledge forms in to your supervisor by Monday, July 6th.

## **JUNE EMPLOYEE AND FACILITY OF THE MONTH**

### **North**

**Facility of the Month - Summerwood I & II**  
**Employee of the Month (Frankie) - Kyle Christopher**  
**Employee of the Month (Stephanie) - Scott Hume**  
**Employee of the Month (Ben) - Ryan Hawk**

### **WEST**

**Facility of the Month - Green Trails Estates**  
**Employee of the Month (Andrew) - John Guidry**  
**Employee of the Month (Jeanne) - Chris Albright**  
**Employee of the Month (Kenny) - Taylor Steele**

### **South**

**Facility of the Month - CW-Knights Bridge**  
**Employee of the Month (Oscar) - Reyan Ebrahim**  
**Employee of the Month (Jeremy & Krista) - Taylor Elliot**  
**Facility of the Month - Canyon Gate on the Brazos**  
**Employee of the Month (Ethan) - Marissa Gale**  
**Employee of the Month (Chris) - Pete Crew**

### **Cinco**

**Facility of the Month - Equestrian Village**  
**Employee of the Month - Ashley Fairwell**

## **Staff Appreciation Week**

GHPM would like to show appreciation to all of our employees and the way we will be showing that is by hosting Staff Appreciation Week.

Our plan is that everyday beginning July 13th - July 19th we will be delivering all kinds of different treats to all of our pool locations. Our goal is to deliver something everyday that week to show that we appreciate you and all that you do for GHPM!!!!

So keep an eye out for us all that week as we come by to say thank you in our own way!!!!

## **LIFEGUARD COMPETITION**

The Lifeguard Competition will be held on Monday, July 27, 2009. Each participant will receive a t-shirt and prizes will be awarded to the top teams! Come out and support your favorite team.

It's not too late to get involved as a participant. Contact your Supervisor if you are interested. Spectators are welcome to come out and cheer on their team!