

# City of Mission Viejo Personnel Policy

**Subject:** LIFEGUARD ATTRACTION/RETENTION PREMIUM STIPEND POLICY

**Statement of Intent:**

The City is committed to recruiting and retaining outstanding staff in order to safeguard the pools at the City of Mission Recreation and Fitness Centers. The intent of this policy is to define the program requirements for the City of Mission Viejo's Lifeguard Attraction/Retention Premium Stipend program for uniformity of interpretation and application.

**Related Policies:**

Lifeguard Attraction/Retention Premium Stipend Administrative Regulation #523

**Policy:**

- 1) This policy applies to all Lifeguard and Senior Lifeguard employees actively employed with the City of Mission Viejo as of May 1, 2021.
- 2) The Lifeguard Attraction/Retention Premium Stipend ("LAPS") is intended to attract applicants and retain employees certified as a lifeguard by offering an opportunity for Lifeguards and Senior Lifeguards to earn up to two (2) stipends per fiscal year.
- 3) The City Manager shall create administrative processes, eligibility criteria, and stipend award amounts as deemed necessary to administer the LAPS program and establish Administrative Regulation #523 – Lifeguard Attraction/Retention Premium Stipend Program detailing such information.
- 4) The City Manager, or their designee, shall determine the time period(s) the LAPS program is effective. Meaning, the City Manager, or their designee, may authorize the LAPS program to be effective one calendar or fiscal year and not the next.
- 5) The City Manager, or their designee, shall determine the actual amount of each stipend.
- 6) The City reserves the right to change, amend, or discontinue the LAPS program at any time for any reason.

**Administration:**

In accordance with City of Mission Viejo Municipal Code chapter 2.60 "Personnel System", this Personnel Policy is deemed to have a direct financial impact on the City. City Council approval is required prior to initial implementation and for any subsequent amendments.

Implemented: By City Council – July 8, 2021 – Resolution No. 21-17