

DATE: February 25, 1998

**SUBJECT: STAFF POSITION CHANGES**

**RECOMMENDATION:**

- A. THAT the Board approve the establishment of one (1) regular full-time and one (1) regular part-time positions as described in Appendix I.**
- B. THAT the Board approve the changes to the hours of work for four (4) existing regular part-time positions as described in Appendix II.**

**POLICY**

The Global Budget arrangement with the City allows the Board to establish and to deal with existing staff positions at its discretion if funds are in place.

**BACKGROUND**

Staff regularly review the work of regular full-time, regular part-time and auxiliary employees to determine if changes to work hours, duties and employment status are required.

This report is recommending the establishment of one (1) regular full-time, one (1) regular part-time position and the alteration to hours of work of four (4) existing regular part-time positions.

**DISCUSSION**

The following are definitions for classes of employees referred to in this report:

Regular full-time employees are employed on a full-time basis for a particular class of position for an indefinite period of time.

Regular part-time employees are employed on a regular part-time schedule of weekly hours which are less than the number constituting full-time employment for an indefinite period of time.

Auxiliary employees are employed on a casual basis from time to time as needed.

The two new positions are being created due to ongoing operational requirements at the specified facilities. This is not an increase in the level of service nor will there be an impact on budgets. Any additional funding required will come from existing accounts.

The adjustments to the hours of work of the existing Regular Part-Time positions is intended to work toward a standard that provides an adequate and equitable level of service in most facilities. It also facilitates staff movement between positions where the hours of work are equal and reduces the incentive for staff to apply for other positions simply because of the number of hours of work. This greatly simplifies the recruitment process for Regular Part-Time positions.

One Regular Part-Time Swimming Instructor Attendant position is being moved from Templeton Park Pool to Percy Norman Pool. Currently there are three of these positions at Templeton Park Pool and none at Percy Norman Pool. The position at Templeton Park Pool will be replaced with auxiliary hours so there will be no loss in facility coverage. Conversely, the new position at Percy Norman Pool will be result in an equivalent reduction in auxiliary hours so there will be no change in facility coverage at this site.

Prepared by:  
 Recreation Division  
 Board of Parks and Recreation  
 City of Vancouver

**APPENDIX I**

LOCATION	PROPOSED CLASS TITLE	PAYGRADE	RECOMMENDED FULL-TIME EQUIVALENCY (HRS/WK)
Renfrew	Utility Maintenance Worker	14	1.0 (37.5)
Ray-Cam	Community Centre Worker II	12	.53 (20.0)

**APPENDIX II**

POSITION	CURRENT FULL-TIME EQUIVALENCY	CLASSIFICATION (HRS/WK)	RECOMMENDED FULL-TIME EQUIVALENCY (HRS/WK)	COMMENTS
#4036 Marpole C. C.	0.46 (16)	Cashier Clerk/Typist	0.57 (20)	Vacant
#4030 Templeton Park Pool	0.64 (22)	Swimming Instructor Attendant	0.53 (20)	Vacant -- Position to be moved to

				Percy Norman Pool
#4017 Renfrew Pool	0.44 (15.5)	Cashier - Park Board	0.57 (20)	The incumbent agrees to this change.
#4031 Templeton Park Pool	0.44 (15.5)	Cashier - Park Board	0.57 (20)	Vacant

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