

**Chesapeake Beach Water Park Letter of Understanding**  
(Rev 1-8-18)



**General Expectations of all Employees**

- All employees are seasonal employees and were chosen for these positions because of flexible summer availability.
- All employees will have a thorough and complete knowledge of requirements set forth in this document.
- While this Letter of Understanding consists of general rules and expectations of all water park employees more detailed department specific guidance and regulations will be delineated to you by your department supervisory staff.
- There is a progressive definitive Reprimand Policy in use by Supervisory Staff for violations of general rules, expectations, and regulations enumerated within this policy and other guidance issued by staff.

By initialing below, I am agreeing to all General Expectations for the 2017- 2018 Employment Season as outlined above.

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

### Non-Department Specific Uniform Policy

- All employees have a specific uniform. Uniforms vary for each department, but typically consist of khaki shorts (at least down to fingertip length) supplied by the employee, and one shirt provided by the water park. The shirt that is supplied to you for the season is the property of the Chesapeake Beach Water Park, and is to be turned in on your last day of work. Extra shirts are available for sale and those employees planning to work more than 25 hours a week are encouraged to purchase extra shirts that he/she will retain as their property.
- Employees shall wear their designated uniforms **only** while working at the water park.
- No facial piercings are to be worn while working at The Chesapeake Beach Water Park
- Only Stud Earrings are to be worn, “Gauge” Earrings must be plugged
- Uniforms are expected to be clean and tidy before each shift.
- Uniform expectations will be monitored by your department supervisors/manager.
- Tattoos ruled to be obscene by Supervisory Staff are required to be covered

By initialing below, I am agreeing to the Uniform Expectations for the 2018 Employment Season.

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

### Scheduling

- The Chesapeake Beach Water Park uses the employment scheduling system *WhenToWork*. Employees can block out days of unavailability in advance. Time off requests are required two weeks in advance. Those requiring days off within the two week time period are responsible to either find a substitute for the shift or cover that shift if no replacement can be found.
- Those employees having previously scheduled vacations should notify their department supervisor as soon as the vacation is scheduled to assist in shift coverage.
- Employees are expected to show up on time, dressed, and ready for their shifts. Calling out of shifts is only permitted for illness, and requires a doctor’s note to be excused. Tardiness and an unexcused absence are grounds for suspension or termination.

- The Chesapeake Beach Water Park is an outdoor facility. Due to this fact, weather impacts opening and closing of the facility. Employees will be notified before 9 a.m. if the Chesapeake Beach Water Park will not open for the day due to inclement weather.
- In the case of inclement weather during operating hours of the Chesapeake Beach Water Park there may be times when the establishment closes early. It will be the responsibility of the employee to arrange for transportation.

By initialing below, I am agreeing to each of the Scheduling Expectations for the 2018 Employment Season.

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

### **Employment Paperwork**

Employees will complete required paperwork at orientation. Please remember to bring **TWO** forms of government issued identification with you (*a State Issued Driver's License, a Learner's Permit, Social Security card, School Issued Identification, etc.*). More information as to the acceptable forms is provided in the employment packet.

By initialing below, I am agreeing to the Employment Paperwork policy for the 2018 Employment Season.

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

### **Pay Policy**

- First year employees typically receive Seasonal Minimum Wage Pay, which equates to 85% of the current minimum wage, in accordance with Maryland State Law.
- Pay may be adjusted if an employee has experience from another job or if the employee comes from another department within the Chesapeake Beach Water Park.
- Returning employees will receive a pay increase, typically \$25. This may increase if the employee is promoted to a Management position, or if they have other related work experience from the off season, which is found to be pertinent and beneficial to employment at the Chesapeake Beach Water Park.
- Pay scales will be given to all employees at the start of the 2018 season. Determinations of pay increases, promotions, or changes to the pay scale are set forth by management.

By initialing below, I am agreeing to each of the policies regarding the Pay Policy\_for the 2018 Employment Season.

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**Parking**

- All employees are required to park in the farthest parking lot near Kellam’s Field. Employees will be shown the designated employee area during orientation. The parking spots closest to the water park are to be kept open for our guests and the guests of the Northeast Community Center.
  
- Failure to adhere to the parking policy will be subject to disciplinary action.

By initialing below, I am agreeing to the policy regarding Parking for the 2018 Employment Season.

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

***By signing below, I am agreeing to each of the aforementioned policies for the 2018 season.***

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please answer the following questions.

I am a: (Circle One)

New Employee / Returning Employee / Returning from another Department

**All Trainees Information:**

Name \_\_\_\_\_ Cell # \_\_\_\_\_

Do you receive text messages on your phone, (Circle One) Yes / No

Home phone \_\_\_\_\_ Best email address \_\_\_\_\_

**Parents Information:** (Only if child is under 18)

Most available Parent's Name \_\_\_\_\_

Cell# \_\_\_\_\_

Do you receive text messages on your phone, (Circle One) Yes/No

Parent's email \_\_\_\_\_

**I would like to work the following hours per week, (Check One):**

< 20 hrs / week \_\_\_\_\_ 20 – 30 hrs / week \_\_\_\_\_ 30 – 40 hrs /week \_\_\_\_\_ > 40 hrs./week \_\_\_\_\_

**I will be available the first weekend (Memorial Day Weekend)** Yes No

**I will be available the last weekend (Labor Day Weekend)** Yes No

If the above is not accurate what is your estimated start date and end date?

\_\_\_\_\_ to \_\_\_\_\_  
(Date) (Date)

On the following days of the week at these times I have an activity on a regular basis and can't be scheduled.

\_\_\_\_\_  
\_\_\_\_\_

(please fill the above to the best of your knowledge)

## Uniform Sizing

### NON-LIFEGUARD EMPLOYEES

**Shirt Size**            S            M            L            OTHER: \_\_\_\_\_

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### LIFEGUARD CANDIDATE ONLY

#### **ALL GUARDS**

**Tank Top Size**        S            M            L            OTHER: \_\_\_\_\_

#### **FEMALE**

**Swimsuit Size**        32          34          36          OTHER: \_\_\_\_\_

**Cloth Short Size**     S            M            L            OTHER: \_\_\_\_\_

#### **MALE**

**Short Size**            S            M            L            OTHER: \_\_\_\_\_

**Information on the following pages is for Lifeguard Candidates only**

# CHESAPEAKE BEACH WATER PARK - LIFEGUARD INFORMATION AND EXPECTATIONS

## TRAINING/LICENSING

- ❑ All Chesapeake Beach Water Park (CBWP) Lifeguards must be Ellis & Associates licensed prior to hiring. The Chesapeake Beach Water Park will conduct the licensing class. Training will be comprised of online, classroom, poolside, and aquatic practical exercises.
  
- ❑ Successful completion of the online program is the first step towards becoming a CBWP lifeguard. In order to access the online lifeguard training, candidates must purchase a digital media access to the online class. Direction as to how to purchase the online course will be provided during employee orientation. The online program will introduce prospective lifeguards to skill sets that will then be reinforced and mastered during subsequent classroom and practical exercises. CBWP requires that candidates successfully complete the online program, including the test, no later than five (5) days prior to the first day of official training.
  
- ❑ Candidates will receive an email from Ellis and Associates directing them to set up an online account. After successfully establishing an account access can be gained at any time by logging in via the online portal at [jellis.com](http://jellis.com)

Successful completion of the online program does guarantee employment at CBWP. Online training is just one of multiple evolutions to becoming an Ellis and Associates Lifeguard. Candidates must also perform in the classroom and pass the water prerequisites to be fully certified.

Candidates will take a written quiz at the beginning of classroom training. This will ensure that the candidate completed the online training on their own. An 80% or higher is required to continue in the training.

In the classroom some of the topics of instruction will include but are not limited too, CPR/AED, First aid, supplemental oxygen, and Rescue Breathing all of which will demonstrated in practical exercises and will be evaluated by the instructors before hiring.

In the pool, participants will learn: several rescue techniques, spinal management skills, rescue breathing in the water, correct entry into the water, and how to perform a proper scan of a zone.

After successful completion of the online program, candidates will begin classroom and pool training. The total cost of training is \$85 and must be paid during the week of training. Candidates

who do not pay this fee will not be hired. Candidates who do not pass Ellis and Associates Lifeguard training will be refunded the \$85 amount.

Employees who complete employment for the entire 2018 season will be reimbursed the \$85.00 training fee. Those leaving employment prior the end of the 2018 season either by their own choice, or due to disciplinary actions will not be reimbursed the training fee.

## **RESPONSIBILITIES**

Lifeguards must be vigilant and rescue ready at all times. Tardiness, unexcused absence, and poor performance in Ellis and Associates Unannounced Audits or Supervisory Staff performed in-house audits are all grounds for suspension or termination.

Lifeguards are to be within Ellis and Associates ILTP Standards at all times. This includes: remaining rescue ready, maintaining 10/20 vigilance standards, and staying up to date on Basic Life Support skills. Failure to perform within Ellis and Associates ILTP Standards will result in remediation, and possibly suspension or termination at the discretion of Supervisory Staff, depending on the severity of the infraction.

### **End of Season Scheduling Expectations**

- If you attend a local school then you will be required to be able to work up until the last day CBWP is scheduled to be open.
- If your school is 50- 200 miles away then you are expected to work up until 3 days before your school begins.
- If your school is 200+ miles away then you are expected to work up until 5 days before your school starts.

**In order to be considered for employment as a lifeguard, candidates must be able to successfully complete the following:**

- Swim 50 yards without stopping (freestyle/breaststroke)
- Tread water for 1 minute without using hands
- Retrieve a 10 lb. brick from the bottom of a 5 foot pool
- Swim underwater for a distance of 10 feet

**\*\*Please keep in mind that not all candidates who complete pool & classroom training will be hired.** However, if they are not hired they will have a completion certificate that they can take to another Ellis & Associates facility.



**UNIFORM**

The cost of the uniform is \$50.

This payment will be taken out of the last paycheck in June and the first paycheck in July (\$25 from each). The full amount will be reimbursed when lifeguards fulfill their entire commitment.

Hired lifeguards will be issued one of each of the following:

Swim shorts (men), cloth shorts (women), 2 Lifeguard tank tops, visor, lanyard, whistle, resuscitation mask, and guard pack. Lifeguards are responsible for wearing their own watch and sunglasses (polarized sunglasses are highly recommended).

Lifeguards must pay for any additional items that need to be replaced throughout the course of the season. Managers/supervisors reserve the right to ask employees to replace any part of the uniform that becomes damaged through the course of the season.

**For safety reasons, no necklaces or piercings will be permitted on stand**

Last day available \_\_\_\_\_ (see rules above for dates responsible to work)

\_\_\_\_\_  
**Lifeguard Candidate Printed Name**

\_\_\_\_\_  
**Lifeguard Candidate Signature**

\_\_\_\_\_

**Parent/Guardian Signature if candidate is under 18**