

# WORK&TRAVEL 2019

## Terms & Conditions

- POSITION:** Lifeguard
- SALARY:** \$10.00/Hour
- BONUS:** \$500.00 - Must work from 5/24/19 through and on 9/2/19.
- HOURS:** 45 – 55 Hours Per Week
- HOUSING:** Arrival 5/1/19 – 6/14/19: \$1,800.00  
Arrival 6/15/19 – 7/12/19: \$1,440.00
- TRAINING:** Varies by Country.
- UNIFORM:** Free if you pass Lifeguard Training and work from 5/24/19 through and on 9/2/19.  
\$75 USD – If you do not work from 5/24/19 through and on 9/2/19.

SIGN HERE TO CONFIRM YOU HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF THIS OFFER:

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**NAME**

**EMAIL**

**DATE**

# WORK & TRAVEL 2019

## Terms & Conditions

-  Compliance with all terms outlined in this agreement is required for employment with Premier Aquatics.
-  Candidates must read, fully understand and keep a copy for their reference.
-  Terms & Conditions presented are offered only for candidates who comply with Job Offer / DS-2019 start and end dates.
-  Failure to report to your workplace on time and in accordance with these dates will result in a revocation or cancellation of your Job Offer.

## LIFEGUARD RESPONSIBILITIES:

 The primary responsibility of a PremierGuard is to ensure the safety of themselves and all pool visitors.


 Perform basic facility maintenance and cleaning duties at your swimming pool; which includes:

-  Cleaning Pool Deck
-  Cleaning Bathrooms
-  Cleaning Guard Office
-  Cleaning Pump Room
-  Other cleaning and Trash removal as necessary

 Always complete all opening and closing procedures according to Premier Aquatics guidelines.

 Complete all daily shift responsibilities such as:

- Control of water quality and chemistry.
- Operation of pool filtration system.
- Enforce all facility rules and follow PremierGuard Code of Conduct to prevent accidents and promote safety.
- Be ready to recognize and respond to emergencies according to the American Red Cross Standards.
- Any additional duties and tasks assigned by Pool Manager, Supervisor, and Premier Aquatics Management Staff.

 Display characteristics of a professional lifeguard by always demonstrating mature, positive and courteous behavior.

**Always abide by the PremierGuard Code of Conduct!**

## HOUSING

### ARRIVAL DATE:

5/1/2019 – 6/14/2019 = \$1,800.00

Housing fees will be paid through 5 payroll deductions of \$360.00.

6/15/2019 – 7/12/2019 = \$1,440.00

Housing fees will be paid through 4 payroll deductions of \$360.00.

HOUSING WILL BE AVAILABLE THROUGH THE END OF EACH EMPLOYEE'S DS-2019 FORM.

IN ORDER TO REMAIN IN PREMIER AQUATICS HOUSING AFTER 9/6/2019, EMPLOYEE MUST WORK A MINIMUM OF 30 HOURS/WEEK THROUGH THE END OF THEIR DS-2019 FORM.

- 🌀 All employees will be required to pay a non-refundable Security Deposit of \$100.00.
- 🌀 All first year employees are required to stay in housing arranged by Premier Aquatics.
- 🌀 \$360 per paycheck will be deducted for housing. This fee includes furniture, cooking utensils and utilities.
- 🌀 Furniture is provided for every apartment. Amenities such as microwave or laundry facilities are not guaranteed.
- 🌀 Housing end dates will be calculated based on DS-2019 end dates, and students will be obligated to work through the end of their contracted DS-2019 dates.
- 🌀 Requested move-out dates must be indicated in your Aquanet account by 8/1/19. No changes will be permitted after 8/1/19.
- 🌀 All apartments will have telephones provided. These phones must remain inside the apartment AT ALL TIMES.
- 🌀 Lost or damaged phone will result in \$50 replacement fee. This includes phones assigned to swimming pools.
- 🌀 In the event an employee is terminated they must vacate housing within 48 hours. Housing deductions will not extend beyond the current pay period.
- 🌀 We will accept requests for up to 4 students to live in the same apartment, but we only guarantee a MAXIMUM number of 2 students to live in the same housing together. Requests for any additional students will be considered but are NOT guaranteed. All housing requests must be received no later than May 1, 2019 or they cannot be guaranteed.

HOUSING IS LOCATED IN THE METROPOLITAN WASHINGTON, DC AREA. THIS MEANS HOUSING LOCATIONS WILL BE SPREAD OVER A 70 MILE RADIUS WITH NO GUARANTEE OF CLOSE PROXIMITY TO A PARTICULAR CITY.

## TEMPORARY ACCOMMODATIONS / WORKSITE:

- Ⓢ Although housing requests will be considered and honored when possible, employees may be placed in temporary apartment assignments for 2 weeks or more prior to moving to their permanent accommodations.
- Ⓢ It is likely that employees will be assigned to more than one worksite throughout their term of employment with Premier Aquatics. Worksite or city specific requests will be considered, but not guaranteed.
- Ⓢ Every employee is obligated to update his or her housing and worksite of activity address with their J1 Visa sponsor.
- Ⓢ After 9/2/2019, students may be required to transfer their apartment assignment based on availability of hours and/or corporate lease termination at their original housing location.

## TRANSPORTATION:

IT IS YOUR RESPONSIBILITY TO TRAVEL TO YOUR WORKSITE ON TIME. YOU MAY CHOOSE TO WALK, USE PUBLIC TRANSPORTATION, OR PURCHASE A BICYCLE.

- Ⓢ If you choose to purchase a bicycle, you should expect to spend a minimum of \$100.
- Ⓢ All employees who ride a bicycle to work should wear a bicycle helmet.
- Ⓢ If your worksite changes during the summer you must purchase a bicycle if it is necessary to travel to work on time.
- Ⓢ If an employee needs to purchase a bicycle to travel to work on time, it is the responsibility of the employee to purchase, maintain and repair their bicycle. As a courtesy, when possible, Premier Aquatics will assist employees to find a bicycle to purchase.
- Ⓢ If there is bad weather, it is the employees' responsibility to secure transportation to and from work.
- Ⓢ If you are temporarily provided with transportation from Premier Aquatics to your worksite due to a schedule change; you should expect to be prepared to leave home at least 2 hours before your scheduled shift as well as wait for your company provided transportation up to 2 hours after your shift ends.

## PAYMENT OF SALARY

### PAYCHECKS

ALL FEES INCLUDING RENT, UNIFORM, HOUSING DAMAGES OR LIFEGUARD TRAINING FEES (IF YOU DID NOT PAY FOR THE COURSE IN YOUR HOME COUNTRY) WILL BE DEDUCTED FROM YOUR PAYCHECK.

BY SIGNING THIS DOCUMENT, YOU HEREBY AGREE TO ALLOW  
PREMIER AQUATICS TO DEDUCT THESE FEES FROM YOUR PAYCHECK.

- Based on the amount of your deductions, you should expect your paychecks to be smaller at the beginning of the season, and larger towards the end of the season.
- Paychecks will be issued bi-weekly on scheduled payroll dates and delivered by mail, unless you activate the “Direct Deposit” feature through your Aquanet account.
- Paychecks CANNOT be issued prior to the scheduled payroll dates. This includes final paychecks and bonus checks. This means you will most likely receive your final paycheck after you leave the United States and return to your home country.
- Housing deductions of \$360 will be deducted from bi-weekly paychecks, as well as a one-time deduction of \$100 for Security Deposit (non-refundable.)
- If your check is not delivered due to postal service delay, it can be re-issued no earlier than 7 days from the original issue date.

### FINAL PAYCHECKS

To receive your final paychecks there are three options:

- The check can be mailed to an address you provide either in your home country or in the U.S.A.
- The paycheck can be sent directly to your U.S. Bank account using the Direct Deposit Option. This feature must be activated in your Aquanet account no later than 8/17/2019.
- For a \$5.00 fee, Premier Aquatics will deposit your final check to a local bank account based in the United States that is registered under your name. This service can take up to 10 business days; therefore your check will not be deposited on the exact issue date.

Note that if you choose to have your final checks mailed to your home country and they are not delivered for any reason there is a \$60.00 check re-issue fee that will be deducted from the original check amount. This process can take a minimum of 30 days.

## BONUS

**\$500.00:** Bonus is available to any J1 Work & Travel employee who works from 5/24/2019 through and on 9/2/2019.

Violation of the PremierGuard Safety Code of Conduct (Page 7) will result in loss of bonus and/or termination. Bonus to be paid on 9/13/2019 payroll.

## EMPLOYEE WARNINGS / TERMINATION

**EMPLOYEES MUST ALWAYS BE IN COMPLIANCE WITH PREMIER GUARD CODE OF CONDUCT.**

 Violations of the PremierGuard Code of Conduct will result in the following action:

- **FIRST WRITTEN WARNING:** Employee will face up to a 3 day suspension from work, and loss of \$150 bonus.
- **SECOND WRITTEN WARNING:** Employee will face up to a 1 Week suspension from work.
- **THIRD WRITTEN WARNING:** Employee will be removed from the schedule until further notice, and/or face termination.

 Cause for termination includes, but is not limited to:

- Engaging in illegal behavior while on duty.
- Sleeping while on duty.
- Violation of the PremierGuard Safety Code of conduct.
- Engaging in illegal behavior while on the premises of Premier Aquatics' employee housing.

 If an employee breaks their contract with Premier Aquatics or is terminated (i.e. Does not work through the end of their DS-2019 dates); employee will be responsible for:

- Full Training fees if not already paid. (Pool Operator \$75)
- Uniform (\$75)
- Airport Transfer fee (\$75)

## PREMIERGUARD SAFETY CODE OF CONDUCT

- Always wear proper uniform when on duty, including whistle.
- Enforce all posted pool rules by speaking clearly, using appropriate language, and enforcing pool pass rules.
- Lifeguards must always sit in the designated location for proper patron surveillance:

### SINGLE-GUARD FACILITIES:

Lifeguard must be in the designated surveillance position with one foot on the coping stone if there is at least one swimmer in the pool.

### MULTI-GUARD FACILITIES:

1 Lifeguard **MUST ALWAYS** be in the lifeguard chair when swimmers are in the pool.

- Never, for any reason, leave your area of responsibility or your pool unattended. All lifeguards must be able to quickly recognize and respond to emergencies.
- Safety equipment (rescue tube/backboard) must be within arm's reach or easily accessible from your designated position.
- When swimmers are in the pool you must actively scan the water and monitor activity on the deck.
- Always carry your original Lifeguard Training, First Aid, CPR and Pool Operator certifications.
- NO SMOKING**
- Lifeguards are not permitted to bring laptop computers to the pool, use a laptop computer or use the business centers at any facility while on duty.
- Use of mobile phones, iPods, iPads, etc. for personal use while on duty is strictly forbidden.
- Use of the pool phone is strictly limited to clocking in/out, calling the main office, contacting your supervisor or calling 911. No long distance or overseas phone calls are permitted. Should Premier Aquatics be notified of damaged phones or phone charges at a pool where you are on duty, you will be held responsible for any fees or damages charged to Premier Aquatics. These charges will be deducted from your paycheck.
- Lifeguards are not permitted to use Premier Aquatics' facilities on their day off unless they are a resident of the property they wish to access.

## UNIVERSAL SWIMMING POOL SAFETY RULES

- 🌀 Only United States Coast Guard approved flotation devices are permitted in the pool.
- 🌀 NO diving, except in designated diving areas.
- 🌀 NO RUNNING.
- 🌀 NO horseplay (NO sitting on shoulders, NO dunking, NO pushing, Etc.)
- 🌀 NO glass containers permitted in pool area.
- 🌀 NO foul language.
- 🌀 Children **MUST** be supervised at ALL times by a parent or guardian. Children must be within arm's reach of a parent or guardian.
- 🌀 Food permitted only in designated areas.
- 🌀 NO hanging or sitting on the ropes.
- 🌀 Management and Lifeguard staff reserves the right to amend or add rules at their discretion.



## UNAUTHORIZED TELEPHONE USAGE

Long distance, overseas and toll charge phone calls are strictly forbidden at ALL Premier Aquatics facilities. If unauthorized phone calls are placed, all charges will be deducted from your paycheck.



**DO NOT MAKE LONG DISTANCE OR INTERNATIONAL PHONE CALLS  
FROM A POOL TELEPHONE!**

## SOCIAL MEDIA POLICY

**Premier Aquatics expects our staff to be mindful when participating in the online social media community.**

**In order to protect the PREMIER AQUATICS brand, we do not use social media to undermine the goodwill, reputation, development and/or operation of PREMIER AQUATICS, our products, our services and our staff.**

**Any deviation from these commitments may be subject to disciplinary or other appropriate action, up to and including termination of employment.**

**This policy extends to use of social media while you are not at work.**

### **RESPONSIBILITY:**

Remember that customers, other employees, suppliers and competitors may have access to the online content that you post.

You are personally responsible for the content of your posts online. You have a responsibility to ensure that: Any information about PREMIER AQUATICS that you provide is informed and factually accurate.

### **RESPECT:**

You are required to be respectful of all individuals and communities with whom you interact online. Be polite and respectful of other opinions, even in times of heated discussion and debate; Do not post material (words or images) which could be perceived to be embarrassing, offensive, harassing or defamatory to any person or entity;

Do not post jokes, or derogatory comments based on an individual's gender, sexual orientation, race, ethnicity, age, or religion or any other discriminatory ground; and If you are unsure about whether to post something – ask your Regional Manager first.

### **REPRESENTATION:**

Be mindful of not damaging PREMIER AQUATICS reputation, commercial interests and/or bringing PREMIER AQUATICS into disrepute;

**By accepting an offer of Employment for the Summer 2019 SWT program, I understand and will abide by the above social media policy.**