



**Office of Human Resources  
Standard Operating Procedure  
HR SOP #803**

**Subject:** Underwater Dive Pay Supplement

**Effective Date:** February 26, 2011

**Policy Statement:**

Employees who are certified SCUBA divers may be paid a per diem supplement of fifty dollars per day for each day of diving.

**NOTE:** This policy does not apply to routine diving in aquaria.

**Definitions:**

None

**Procedure:**

Upon completion of a day or more of diving by a SCUBA certified diver, the supervisor/manager should complete the *Request for Underwater Diving Pay Supplement* (Attachment 1) and forward it for required signatures.

**Attachments:**

Attachment 1 - *Request for Underwater Diving Pay Supplement*