

Guidelines

Submitting a Coaching Stipend for K-8 Elementary Schools

Effective January 1, 2013, all K-8 Elementary Coaches will be paid off of a timesheet. The Payroll Department will no longer accept emails or verbal requests to process Coaching Stipends. Guidelines are below:

After a sport has been completed (including playoffs):

All Coaches must be Board Approved prior to beginning any Coaching assignment. A Coach will be paid a stipend only when the Payroll Department has received a completed and signed Coaching Stipend timesheet from the School Site.

- **Staff Employee/Coach** (Certificated or Classified) – Will fill out a Coaching Stipend timesheet. Refer to the KCUSD website for the Extra Duty Pay Schedule (must be the current school year).
 - Website: **kcusd.com**
 - Department
 - Human Resources
 - Salary Schedules
 - Extra Duty Stipends

- **Walk on Coaches Only** (Substitutes) – Will notify the Site Secretary or Administrator once the sport has been completed. A Coaching Stipend Timesheet will be filled out by the Secretary or Administrator.

The **Site Secretary or Administrator** must **verify the following information** on the Coaching Stipend timesheet before submission;

- Name of Sport
 - Coach Title/Position (Head or Assistant)
 - Gender Coached (Boys or Girls)
 - If splitting a stipend, indicate the name of the other Coach the stipend will be split with.
 - Date the Coach was Board Approved
 - Staff or Walk on Coach (indicate one)
 - Amount of the Full Stipend to be paid or ½ Stipend to be paid.
 - Total Stipend
 - **Signatures and Dates of the Coach and Administrator**
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- **Once the timesheet has been completed**, the Site Secretary will FAX to 637-1186 or Scan/Email to the Payroll Department, attention Liz Ramirez.