

**Administrative Procedures for Policy #6125 (Personnel)
Regarding Extra Pay for Extra Duties**

I. Definitions

- A. Extra duty assignment – specific duties assigned by the Principal and/or Superintendent’s designee to coaches/sponsors that are performed during and/or outside the regular school day depending on assignment
- B. Extra Pay for Extra Duty Pay Scale – the salary schedule for extra-duty positions as determined in the CEA/CCPS Negotiated Agreement.
- C. Emergency, Temporary, or Volunteer Coach– A coach who is not a certificated employee of Calvert County Public Schools, but who is approved to fulfill responsibilities in a specific role for a one-year time frame.

II. Assignment

- A. Any individual interested in being an activities director, athletic director, a coach, or a sponsor of an approved Calvert County Public Schools club or organization must apply online using the Extra Pay for Extra Duty application
- B. Vacancies for EPED positions will be advertised for no less than fourteen (14) days before the position is filled. Notice of vacancies will be posted on the CCPS website.
- C. For all coaching positions and club sponsors, preference will be given first to CCPS certificated teachers and then in the following order: 1) CCPS employees 2) MPSSAA credentialed coaches.

Whenever a position cannot be filled from within the staff of the school, the Principal may recommend to the Supervisor of Athletics the appointment of a certificated teacher employed by CCPS in another building or an emergency, temporary, or volunteer coach/sponsor for the duration of the school year.

- D. Criteria for EPED positions will be included in the job description for each position.

III. Recommendation for Appointment

- A. Candidates will be selected for EPED positions through the interview process, based on criteria from the requirements of the job description.
- B. The appointment to each EPED shall be made annually in writing and shall be for one year, terminating on June 30.

- C. It is understood that the Principal determines the scope of the employee's assignment beyond what is specified in writing and the coach, sponsor, or athletic director accepting the assignment is directly responsible to the Principal/designee. The general responsibilities are indicated on the position job description available online.
- D. The specific extra-curricular programs and the number of coaches, sponsors, and athletic directors assigned to each school shall be determined and approved by the Superintendent and/or designee.
- E. A school Athletic Director may coach only one sport per year except as authorized by the Supervisor of Athletics.
- F. No employee may be a coach or sponsor of an activity in a school other than the one to which he or she is assigned unless approved by each school Principal and the Superintendent of Schools and/or designee. Prior to offering an extra duty position to an employee whose regular assignment is not in the same school, and annually thereafter, the following must occur:
- G. The Principal of the school in which the extra duty position is available will contact the Principal of the employee's assigned school to discuss the possible appointment. Scheduling concerns and meeting/practice/game times should be discussed during this conference.
- H. The employee must fulfill responsibilities through the end of the duty day at his/her assigned school prior to leaving for the extra duty position at the other school.
- I. At any point if the two Principals disagree on any aspect of the extra duty assignment, the Supervisor of Athletics will be contacted to discuss the possible options and attempt to resolve the concern(s).
- J. If the extra duty position interferes with the employee's primary assignment, the primary assignment will take priority and the employee may not be appointed to the extra duty position.
- K. It shall be the responsibility of the Principal and/or designee to screen and interview all interested faculty members and emergency, temporary, or volunteer coaches/sponsors using the above criteria and any previous coach/athletic director/sponsor evaluation(s).

IV. Evaluation of EPED Employees

- A. Evaluations must be completed by the Principal and/or designee annually for all coaches and sponsors utilizing the appropriate electronic coaches/sponsor evaluation form.
- B. It is the responsibility of the Principal and/or designee to evaluate, on the approved form, any performance that either needs improvement or is unsatisfactory. For coaches, input from the activities director and/or athletic director(s), as well as input from the head coach(s), may be used.

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- C. Athletic directors and coaches who are certificated CCPS employees and who are either not evaluated or receive all satisfactory marks on their evaluation will be reappointed to the same position for the following year provided that position still exists.
- D. Club/activity sponsors (not coaches or athletic directors) who are CCPS employees and who are either not evaluated or receive all satisfactory marks on their evaluation will be reappointed to the same position for the following year provided that position still exists.

V. Compensation

- A. Superintendent authorized EPED pay assignments will be paid according to the approved EPED pay scale.
- B. Placement on the EPED pay scale
 - 1. All placements will be made on step 1 of the scale. The following list clarifies unique circumstances:
 - a. Coaches coming from out-of-county or out-of-state will be placed on the proper step of the pay scale according to years of experience in their position in the sport.
 - b. Assistant Coaches moving to Head Coach in the same sport will be placed on the salary scale which is closest to but not less than the salary they would have received as an assistant. The placement will be made on the lowest year of the three-year cycle at that step.
 - c. A Middle School Head Coach moving to High School Assistant Coach will be placed on step 1 of the appropriate High School scale.
 - d. A Middle School Music Director moving to a High School Assistant Music Director or High School Music Director will be placed based on their number of years of experience as a Middle School Music Director.
 - e. A Middle School Head Coach moving to High School Head Coach will be placed on the salary scale which is closest to but not less than the salary they would have received as a Middle School Head Coach. The placement will be made on the lowest year of the three-year cycle at that step. This provision excludes the "Other Clubs" category.
 - f. Head Coaches who resign and are hired as an Assistant Coach in the same sport or any other sport will be placed on step 1 of the appropriate Assistant Coach scale.
 - g. Coaching experience in one sport does not transfer to any other sport. Coaches who switch sports will be placed on step 1 of the appropriate salary scale.

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h. For Middle and High School Track only: An individual may coach two different track teams when the following conditions are met:

- 1) Each position has been posted as required in the negotiated agreement;
- 2) No qualified candidates have applied for one of the two positions;
- 3) The sole qualified candidate agrees to coach both teams.
- 4) The salary in this situation is paid as follows:
 - i. The head coach will receive 1.5 times the salary paid based on the EPED pay scale.
 - ii. One additional Assistant Track Coach may be hired to help coach the teams

i. For Middle School Music Directors: An individual directing both band and orchestra will receive 1.5 times the salary paid based on the EPED pay scale.

- C. Extra-duty compensation for coaches will be paid in two (2) equal installments; one on the first pay period after the beginning of the season and one at the end of the season.
- D. Sponsors of activities will be paid in two equal installments on the first payroll in December and on or about the first payroll in June.
- E. If a school fails to sponsor an activity or sport due to lack of funding, facilities, or student interest, or if a coach resigns, the contract will be prorated for time actually expended.
- F. No coach may receive compensation for more than one sport per season (fall, winter, spring) with the exception of middle school and high school track as noted above.
- G. The Superintendent-authorized extra-pay for extra-duty positions will be paid by separate check and will not be added to regular salary payments. However, taxes will be deducted.

VI. Emergency, temporary, and Volunteer Coaches/Sponsors

- A. Any person working as an emergency, temporary or volunteer coach/sponsor is subject to certain requirements including the following:
 1. Applications must be on file in the Department of Human Resources.
 2. Background checks and finger printing are required for those persons who likely will be working independently with children
 3. School Activities and Athletic Directors and Principals will be notified by the Supervisor of Athletics when all pre-employment requirements have

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been met

4. No coaches or sponsors are permitted to begin their assignment until cleared by Human Resources
5. The position will be re-posted on an annual basis

VII. Procedure for Terminating a Position

- A. Site administrators, directors, supervisors and individuals working the EPED position or another affected party position, notifies the EPED Committee that there is no longer a need for a particular EPED position.
 1. The EPED committee will meet to discuss the position
 2. The EPED Committee deliberates on the necessity of the position, including any budgetary impact, effect(s) on student outcomes or unintended consequences of eliminating the position over the course of its regularly scheduled annual meetings.
 3. The EPED Committee notifies the Superintendent of its recommendation to dissolve the position in question as part of the annual ED/EP report.
 4. The Superintendent will decide whether to act on the recommendation of the EPED Committee.
 5. Affected employees are notified in writing no later than thirty (30) calendar days following the decision of the Superintendent to eliminate the position.
 6. The position in question remains in effect and funded through the end of the current school year.
 7. On July 1, following the end of the current school year, the position in question is dissolved.
- B. CCPS will notify the Association when an EPED position is eliminated.