

**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 Longevity Pay Scale – the salary schedule for extra-duty positions approved by the Superintendent each year
- C. Emergency, Temporary, or Volunteer Coach/Sponsor – A coach or sponsor who is not a certificated employee of Calvert County Public Schools, but who is appointed by the Supervisor of Athletics 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 complete the proper Extra Pay for Extra Duty application supplied by the Principal to be considered for the upcoming school year.
- B. Vacancies for positions on the Extra Pay for Extra Duty Longevity Pay Scale will be advertised for no less than two (2) weeks before the position is filled. Notice of vacancies will be posted in each building and on the CCPS website.
- C. 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.

III. Criteria for Selection

- A. Preference will be given to certificated CCPS employees whose primary assignment is in the building where the vacancy exists.
- B. Sincere interest in youngsters and ability to get along with them.
- C. Successful teaching experience, where applicable.
- D. Experience in sport or activity with up-to-date knowledge of same is desired.
- E. If the applicant has experience in CCPS extra-duty activities, his/her previous performance will be considered.
- F. Must enforce school rules and regulations and abide by school rules and Board policy and procedures.

G. Ability to work collaboratively with the school's administration.

IV. Recommendation for Appointment

- A. 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).
- B. The Principal and/or designee will confer with the Supervisor of Athletics before recommending a coach for appointment.
- C. The Principal and/or designee will confer with appropriate supervisor(s) prior to recommending a sponsor for appointment.
- D. The Principal will then make recommendations for appointment to the Supervisor of Athletics using the Extra Duty Extra Pay Assignment Form.
- E. All appointments are tentative pending funding, facilities, and student interest. Any position not filled and in need of a coach or sponsor will be announced as a vacancy.

V. Evaluation of Extra Duty/Extra Pay Employees

- A. Evaluations must be completed by the Principal and/or designee at least once every two years for all coaches and sponsors utilizing the appropriate 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.
- C. Upon request, activities director, 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. Upon request, 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.

VI. Compensation

- A. Superintendent authorized extra duty/extra pay assignments will be paid according to the approved Extra Pay for Extra Duty Longevity Pay Scale.
- B. Placement on the Extra Pay for Extra Duty Longevity 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 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/Music Director moving to High School Assistant Coach or Assistant Music Director will be placed on step 1 of the appropriate High School scale.
- d. A Middle School Head Coach/Music Director moving to High School Head Coach/Music Director 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/Music Director. The placement will be made on the lowest year of the three-year cycle at that step. This provision excludes the "Other Clubs" category.
- e. 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.
- f. 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.
- g. 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 Extra Pay for Extra Duty Longevity Pay Scale.
    - ii. One additional Assistant Track Coach may be hired to help coach the teams
- 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 Wednesday in December and on or about the first payroll Wednesday 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.

VII. Addition or Deletion of Sports or Activities to the School Program

Personnel #6125.1

Procedures Written: 8/30/90

Revised: 5/15/08; 11/3/08; 2/23/09; 10/12/09; 8/16/12; 12/23/16; 2/13/20

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- A. Athletic programs are approved or deleted according to Calvert County Public Schools Policy #3451 of the Board of Education Regarding the Addition or Deletion of an Athletic Program.
- B. Changes to activities, clubs, and other non-athletic programs are recommended to the Superintendent by the Extra Pay for Extra Duty Review Committee which is chaired by the Executive Director of Administration. This committee meets at least two times a year to review the Extra Pay for Extra Duty Longevity Pay Scale. Recommendations of the committee must be approved by the Superintendent prior to implementation.

VIII. Considerations for Appointment and Compensation

- A. Compensation for coaches, sponsors, and athletic directors provided by the Extra Pay for Extra Duty Longevity Pay Scale shall be applicable under the following conditions:
  - 1. The appointment to each extra duty position shall be made annually in writing and shall be for one year, terminating on June 30.
  - 2. 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. The general responsibilities are indicated on the position job description available online.
  - 3. 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.
  - 4. A school Athletic Director may coach only one sport per year except as authorized by the Supervisor of Athletics.
  - 5. 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.
  - 6. 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.
  - 7. 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:
    - a. 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.

- b. 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.
- c. 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).
- d. 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.

IX. Temporary Employees 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. Written 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 been met
  - 4. The position will be re-posted on an annual basis

X. Procedure for Terminating a Position

- A. Site administrators, directors, supervisors and individuals working the ED/EP position or another affected party position, notifies the ED/EP Committee that there is no longer a need for a particular ED/EP Position.
- B. The ED/EP 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.
- C. The ED/EP Committee notifies the Superintendent of its recommendation to dissolve the position in question as part of the annual ED/EP report.
- D. The Superintendent will decide whether to act on the recommendation of the ED/EP Committee.
- E. Affected employees are notified in writing no later than thirty (30) calendar days following the decision of the Superintendent to eliminate the position.
- F. The position in question remains in effect and funded through the end of the current school year.
- G. On July 1, following the end of the current school year, the position in question is dissolved.