



ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

2930 Gay Avenue, San José, CA 95127 · Phone: 408-928-6800 · Fax: 408-928-6416 · www.arusd.org

SHORT-TERM SPORTS SERVICES AGREEMENT

Current Employee:

New Contracted Employee:

This Agreement is entered into this _____ day of _____, 20____ by and between
Day Month Year

Alum Rock Union Elementary School District (*hereafter referred to as District*) and

_____ ID # or SS # _____ (*hereinafter referred to as*
Contracted Employee

Contracted Employee). Address _____ City _____

State _____ Zip Code _____ Telephone Number _____

Email Address: _____ School Site _____

Sport _____ Season _____

Contracted Employee is hired on a temporary part-time and short-term basis as part of the District’s After-School Sports Program. The above contracted employee acknowledges that she/he is hired to fill a temporary, short-term after-school Sports position not requiring certification qualifications and is therefore not part of the certificated or classified service and is not entitled to any rights or privileges of a certificated or classified employee. (Education Code § 45103(b)). Contracted employee agrees to the following terms of this Contract:

- Period of Employment:** _____ to _____. [*Shall not extend beyond 75 percent of a school year (195 working days, including holidays, sick leave, vacation, and other leaves of absence, irrespective of number of hours worked per day.)*] Notwithstanding this term, the District reserves the right to terminate this Agreement at any time for any reason. This Agreement does not imply, and shall not be construed as implying or granting, continued employment or accrual of service toward tenure in any position.
- Compensation:** Contracted employee shall receive a stipend of \$ _____, payable at the end of the season, upon approval of timesheet submitted and signed by the Program Manager. Such compensation will be subject to all applicable employer statutory deductions and payroll deductions, including income tax and withholdings.
- Contingencies:** This Agreement is contingent upon contracted employee’s submission of a current tuberculosis certificate, and District’s receipt of a current fingerprint/criminal history clearance and proof of lawful employment eligibility in the United States.

4. **Compliance with Laws:** Contracted employee agrees to adhere to all local, state and federal laws, District policies, and all lawful directives of school site supervisor.
5. **Entire Agreement:** This Agreement constitutes the entire agreement and understanding between the parties. There are no oral understandings, terms or conditions and no party has relied upon any representation, express or implied, not contained in this Agreement.

Budget Code:

Accountant Initials: _____

FD	RESC	PY	OBJECT	SB-0B	GOAL	FCTN	CST-CTR	LOC	PROG	FTE
XXX	XXXX	0	XXXX	00	XXXX	XXXX	XXXXXX	XXX	XXXX	

Program Manager Signature

Date

Contracted Employee Signature

Date

Director, Human Resources

Date

League Athletic Director Stipend: **\$3000**

Non-League Athletic Director Stipend **\$1,500**

Please send a schedule of when sports will start at your school site.

SHORT-TERM AFTERSCHOOL SPORTS SERVICES AGREEMENT

Current Employee*

School Administrator will send completed and signed Services Agreement to the Business Office for coding verification- **Regina Cardenas**

Note: Incomplete Packets will be returned to the School.

Send to the Human Resources Department for processing

-Irma Barahona

Copy of Contract and Action will be sent to the Payroll Department for processing

New Contracted Employee **

School Administrator will send completed and signed Services Agreement to the Business Office for coding verification- **Regina Cardenas**.

Note: Incomplete Packets will be returned to the School.

Send to the Human Resources Department for processing

- Irma Barahona

New Employee will be contacted to schedule a live scan appointment & hire packet distribution. Employee's name will be sent to the monthly board meeting for approval
HR will contact the Business Office if background check did not clear

Documents required for Live Scan Appointment:

- Valid State Issue Photo ID
- Social Security Card
- TB Clearance
- Covid Vaccination Card
- Money Order - \$35 payable to ARUSD

Please Note: New Contracted Employees cannot begin services until the Human Resources Department notifies the principal/program manager with H.R. Clearance.

New Employees need board approval.

* All agreements need to be fully executed before payment can be made.

** For a new contracted employee, the contract needs to be submitted at least 45 days before work begins to allow enough time for routing and District Approval.