



**HOPKINS PUBLIC SCHOOLS**

# **ACTIVITIES/ATHLETICS HANDBOOK**

**Effective Dates: July 1, 2021 through June 30, 2023**

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## 2021-2023

### Terms and Conditions for Activities/Athletics Assignments:

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#### I. INTRODUCTORY STATEMENT

The Hopkins School District believes one of its most important assets is its Employees. This Activities/Athletics Employee Handbook has been established to provide policy information to Activities/Athletics Department Employees. It is important that all Activities/Athletics Department Employees be familiar with the policies in this handbook.

It is the District's goal to see that each Employee is treated fairly, equally and respectfully. Employees should feel free to discuss the contents of the Employee Handbook with their supervisor or the Director of Activities/Athletics.

#### II. WORK SCHEDULE

##### A. Hours of Work:

1. The scheduled beginning and ending hours of work shall be established by the Director of Student Activities or designee.
2. Nothing in this Handbook shall be construed as and is not intended to be a guarantee of any hours of work per normal workday or workweek.

#### III. COMPENSATION

##### A. Basis of Compensation:

Compensation or salary range for each position shall be based on an Employee's job classification or rating as established through the District's wage administration process.

##### B. Salary Proration:

The salary levels for each assignment as established in Appendix A of this Handbook are based on the completion of a full season and/or activity period as established by the Director of Student Activities or designee. In the event that an employee is not scheduled to provide service for an entire season and/or activity period, or the duties of the assignment are shared between multiple staff members, the salary may be prorated accordingly at the discretion of the Director of Student Activities or designee.

#### IV. NONDISCRIMINATION

- A. The provisions of this Handbook shall be applied to all Activities/Athletics Department Employees without favor for or against any Employee because of race, color, creed, national origin, sex, marital status, or age.
- B. Employees covered by this Handbook shall conduct their professional duties and responsibilities in a non-discriminatory manner as it affects students, other Employees of the Employer, and the general public.

#### V. APPLICATION/POSTING PROCEDURES

- A. It is the duty of the Employee to review vacancy notices, policies and work rules posted by the Employer on the School District's webpage.
- B. All applicants will be evaluated based on stated qualifications, abilities, and previous work performance. No applicant will be considered who does not meet the minimum qualifications of an opening.
- C. Final selection of an applicant will be made by the Director of Student Activities or designee(s).

#### VI. DISCIPLINARY ACTION/DISCHARGE

- A. The Employer believes in the concept of progressive discipline. Discipline may include any of the following actions based on the severity of the concern:
  - Oral reprimand
  - Written reprimand
  - Suspension
  - Demotion
  - Discharge
- B. The Employer retains the discretion to take disciplinary action as appropriate, including termination without notice.

## **VII. RESIGNATIONS/REDUCTION IN FORCE**

- A. Resignations:  
The notice period given by the Employee to the Employer for resigning is fourteen (14) calendar days.
- B. Layoff:  
In the event of overstaffing, lack of funds, or for any other operating needs of the School District. Employees may be temporarily or permanently laid off at the discretion of the Director of Student Activities.
- C. Head Coach Resignation/Vacancy:  
In the event that the head coach of an activity vacates the position, the assistant coaches, paid or volunteer, will be vacated from the position at the same time. Outgoing assistant coaches will be allowed to apply for positions within the program going forward but do not retain any promise of further employment.

## **VIII. EMPLOYMENT AT-WILL**

- A. “At-Will Employment”: Staff members in assignments covered by this Handbook will be employed on an at will basis. Because the positions covered by this Handbook are at-will, the District may discipline or discharge an employee with or without cause, and the District may unilaterally edit or terminate this Handbook as it sees fit. Employees in assignments covered by this Handbook may resign from the District at any time and for any reason.
- B. Duration: This Agreement establishes the terms and conditions of employment that will apply to Activities/Athletics assignments until June 30<sup>th</sup>, 2023, provided that neither an employee or the School District exercises its right to terminate the employment relationship before that date. The terms and conditions of employment as established in this Handbook will immediately terminate if either party exercises its right to terminate the employment relationship. This Handbook will not automatically renew. Management reserves the right to continue present terms and conditions of employment until the new terms and conditions are established after June 30<sup>th</sup>, 2023.
- C. Entire Agreement: This Handbook constitutes the entire agreement between the Activities/Athletics employees and the School District. No party has relied upon any statements or promises that are not set forth in this Handbook. Any handbooks or policies adopted by the District do not create an express or implied contract.

## **IX. MISCELLANEOUS**

- A. Mileage Reimbursement:  
Mileage reimbursement shall be paid for authorized use of personal cars in connection with School District business in an amount as determined by School District policy.

B. Compliance with MSHSL Rules and Regulations:  
Handbook (included)

**X. CODE OF ETHICS**

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated with the utmost respect, and his or her welfare should be considered in decisions by the coach at all times.

The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.

The coach shall uphold the honor and dignity of the profession. In all personal contact with students, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.

The coach shall avoid the use of alcohol and tobacco products when in contact with players.

The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.

The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.

The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.

The coach should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.

The coach shall not exert pressure on faculty members to give student special consideration.

The coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

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## APPENDIX A: Activities/Athletics Salary Schedules

### SECTION 1: Athletics

<u>2021-2022</u> <u>(1-3 years)</u>	<u>2021-2022</u> <u>(4+ years)</u>	<u>2022-2023</u> <u>(1-3 years)</u>	<u>2022-2023</u> <u>(4+ years)</u>
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#### Senior High Head Coaches

Basketball, Hockey, Football	\$7,713	\$8,682	\$7,867	\$8,856
Wrestling, Swimming, Track & Field, Baseball, Softball, Gymnastics, Soccer, Volleyball, Dance, Trap Shooting	\$6,136	\$7,075	\$6,259	\$7,217
Cross-Country, Alpine Skiing, Nordic Skiing, Tennis, Golf, Synchronized Swimming, Lacrosse	\$5,368	\$5,586	\$5,475	\$5,698
Cheerleading	\$2,631	\$2,739	\$2,684	\$2,794
Adapted Bowling	\$2,631	\$2,739	\$2,684	\$2,794

#### Senior High Assistant Coaches

Basketball, Hockey, Football	\$4,643	\$5,078	\$4,736	\$5,180
Wrestling, Swimming, Track & Field, Baseball, Softball, Gymnastics, Soccer, Volleyball, Trap Shooting	\$3,993	\$4,433	\$4,073	\$4,522
Cross-Country, Alpine Skiing, Nordic Skiing, Tennis, Golf, Synchronized Swimming, Lacrosse	\$3,275	\$3,623	\$3,341	\$3,695
Tennis B-Team	<del>\$2,343</del>	<del>\$2,651</del>	\$2,390	\$2,704

#### Junior High Coaches

All Sports	\$2,293	\$2,628	\$2,339	\$2,681
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#### Other Assignments

JH Athletic Coordinator	\$2,448	\$2,658	\$2,497	\$2,711
Senior High/Junior High Equipment Manager	\$2,049	\$2,049	\$2,090	\$2,090
Adapted Bowling – Head Coach	\$1,428	\$1,428	\$1,457	\$1,457
Adapted Bowling – Assistant Coach	\$704	\$704	\$718	\$718

## SECTION 2: Activities

	<u>2021-2022</u>	<u>2022-2023</u>
<b>Activities</b>		
Athletics Video	\$1,276	\$1,315
Comedy Team	\$1,197	\$1,233
DECA Advisor	\$4,060	\$4,182
Deeply Royals Coach	\$696	\$717
Envirothon Advisor	\$407	\$420
Festival or School Party Supervision	\$17.95/hr	\$17.95/hr
Graduation Advisor	\$312	\$318
International Club	\$3,224	\$3,321
Intramural Supervisor	\$1,160	\$1,195
Intra-School or Inter-School Contest Supervision	\$25.61/hr*	\$26.12/hr*
Junior High Debate	\$1,371	\$1,398
One-Voice Coordinator	\$2,081	\$2,122
Pro Grow Community Member	\$761	\$776
Pro Start Advisor	\$3,480	\$3,585
Quiz Bowl - HHS	\$2,892	\$2,979
Senior High Debate – Assistant Coach	\$4,302	\$4,432
Senior High Debate – Head Coach	\$6,558	\$6,755
Strength and Conditioning Coach	\$28.63/hr	\$29.49/hr
Student Events Advisor	\$2,081	\$2,122
Variety Show	\$737	\$752
Yearbook Advisor – Elementary	\$475	\$485

*\*or top of Supervisory Paraprofessional pay scale, whichever is greater.*

**SECTION 3: Theater/Drama**

	<u>2021-2022</u>	<u>2022-2023</u>
<b><u>Musical</u></b>		
Director	\$5,986	\$6,106
Technical Director	\$3,907	\$3,985
Instrumental Director	\$2,395	\$2,443
Vocal Director	\$2,395	\$2,443
<b><u>3-Act Play</u></b>		
Director	\$3,908	\$3,987
Technical Director	\$2,932	\$2,991
<b><u>1-Act Play</u></b>		
Director	\$2,076	\$2,118
Technical Director	\$1,465	\$1,494
<b><u>Junior High</u></b>		
Junior High Drama Coach	\$38.57/hr	\$39.34/hr

Uniform Purchase Rotation – 3-year rotation

2021-22	2022-23	2023-24
2024-25	2025-26	2026-27
2027-28	2028-29	2029-30
Soccer – Boys	Hockey – Boys	Hockey – Girls
Volleyball	Baseball	Lacrosse – Girls
Synchronized Swim	Swim – Boys	Swim – Girls
Tennis – Boys	Golf – Boys	Trap
Tennis – Girls	Golf – Girls	Soccer – Girls
Basketball – Girls	Cheer	Cross Country – Boys
Alpine – Boys & Girls	Football	Cross Country – Girls
Nordic – Boys	Lacrosse – Boys	Wrestling
Track – Boys	Track – Girls	Dance
Gymnastics	Basketball – Boys	Nordic – Boys
		Softball