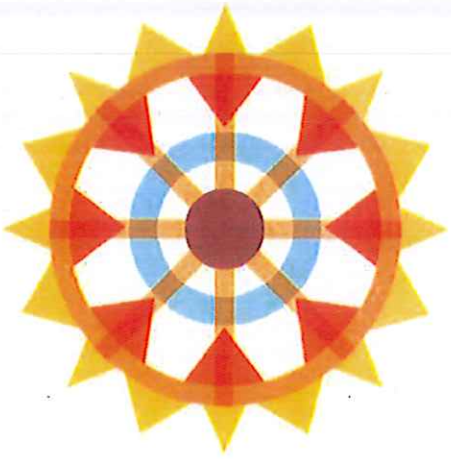


Simi Valley Schools

SIMI VALLEY UNIFIED SCHOOL DISTRICT

STIPENDS

ARTIST-IN-RESIDENCE (AIR)

DONATION FUNDED POSITIONS

PROTOCOLS & PROCEDURES

SAMPLES

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  Classified

  - Coaching Stipend – Request for Personnel
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  - Assistant Coaching Stipend – Request for Personnel
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  - Community Aid Resource (no Degree) - Request for Personnel
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    - Offer of Employment – Stipend from Donated Funds

  Certificated

  - Request for Personnel – Certificated Additional Time
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  - Request for Personnel – Coaching Stipend

Stipends, AIR, Donation Funded Positions
Protocols and Procedures

Defining Supplemental Pay for Employees

Stipend Pay - Must be defined in the Certificated Contract. Compensation must be based on contractual language.

Certificated

- Negotiated in the Contract
  - Special Assignment Provisions (Article IV, N)
    - Co-curricular and Hourly Rates
  - Elementary Stipend Schedule (Article IV, O)
  - Extracurricular Stipend Schedule (Article IV, P)
    - Middle School
    - Senior High (Appendix C)
  - Department Chairpersons (Article IV, Q)
- Correct position needs to be placed on RFP
  - *RFP* **and** *Offer of Employment – Athletic Coaching* must be submitted by the school.
- Management cannot receive stipend

Classified

- Defined by Certificated Contract
  - Stipend may be under, but may not be over amount in the Certificated Contract.
- Management cannot receive stipend

Artist in Residence (AIR)

- **Independent Contractor**
  - Cannot be an SVUSD or another district's employee unless they have an EIN
- Employee vs. Independent Contractor Guidelines
- Contract based on a SVUSD Service Agreement
  - Service agreement requirements are to be followed.
- Position must not be listed in Certificated Contract as a Stipend Position
- *RFP* **and** *Offer of Employment – Athletic Coaching* must be submitted by the school.

Donation Funded

- Must follow Stipend or Independent Contractor
    - Stipend may be under, but may not be over amount in the Certificated Contract.

Community Resource Aide Rate

- Without Bachelor's Degree: $12.33/Hour
- With Bachelor's Degree: $20.06/Hour
- List the hours "Not to Exceed" (NTE)
    - Ancillary Costs will be added to the total amount.

Independent Contractor or Employee?

Part I initial Questions

1. For this calendar year, are you an employee of Simi Valley Unified School District or another school district?

   Yes/No _____

   If NO, then skip to Part III.

   If YES, at what district, in what position, and location?

   _____

2. Do you have a Federal Tax Identification Number (EIN) (this is two numbers, a dash and then seven numbers. This is NOT a social Security Number) and a business license?

   Yes/No _____

   If YES, fill in the numbers below and skip to Part III

   Federal Tax ID _ _-_ _ _ _ _ _ _

   Business License Number _____

   If NO, the person must be paid as an EMPLOYEE. Follow Part II.

Part II Paying "Extracurricular Activities" (also known as stipends) as Employees

1. Ask Certificated/Classified Personnel for an Offer of Employment form and a Request for Personnel form (RFP).
2. Have these forms completed and turn them in to Certificated/Classified Personnel. Make sure the RFP Form has the account number from where you want to pay this person management code, optional and shortcut (ie: 831-W07 084111 or 540-LF2 101163). If this is from ASB funds then the ASB Bookkeeper must initial next to the account number.
3. Ask Certificated/Classified Personnel for the rate that the district pays for the activity that will be done for your site (for example, the rate for an accompanist). You cannot pay more than this rate, but if agreed upon, you can pay less. Verify that the person you are hiring accepts this rate. If not, you need to find someone else to hire.
4. Steps 1-3 must be completed, in addition to Personnel requirements, such as fingerprinting, before the person begins work for this extracurricular activity.

5. Upon completion of the work, the person hired fills out a 402 Timesheet. You must turn this form in to Payroll.
6. If the ASB is paying then they will be invoiced by Accounts Receivable.
7. If the person will be paid by the gift account make sure when you deposit the money to fill out an Ancillary Cost Worksheet (make sure you have a current one from Fiscal) using the rate from #3 and hours worked from #5, adding ancillary costs. This is the amount that must be sent in. Complete a Monies for Deposit listing the person's name under Stipend and your BLP gift account under Account (if you are not sure what that is contact Fiscal for direction). Send the payment, a copy of the Ancillary Cost Worksheet and the Monies for Deposit to Accounts Receivable. This check can be from an outside entity like a booster or the PTSA.

Part III Paying "Extracurricular Activities" (also known as stipends) as Independent Contractors

1. Request that the person you are hiring fill out a W-9. If the W-9 is not received by Fiscal this will hold up the person getting paid.
2. Return the W-9 to Fiscal.
3. If you are an ASB, pay the person through your system, following your rules, and include them on your list of Independent Contractors sent to Fiscal monthly.
4. If you are not an ASB, **DO NOT** pay this person through Revolving Cash. If you do, they might get missed for the 1099 reporting required by the IRS.
5. If you are not an ASB, put a requisition on Escape to pay this person. If they are a new vendor, their information will need to be added in the Notepad on the requisition. Under the vendor name enter as an "unknown vendor" and use vendor number 029101.
6. When you receive the invoice from the person you are paying, send a copy to Account Payable with an "okay to pay," account number, and principal's signature.

Questionnaire for Offer of Employment

Name: _____

Date: _____

Have you worked as an independent contractor for the Simi Valley Unified School District?

Yes _____ No_____

If yes, please provide the following:

Worked performed: _____

Date worked performed: _____

Location work performed: _____

Federal Tax ID # (EIN) if applicable: _ _-_ _ _ _ _ _ _

Business License # if applicable: _____

Directions for Site:

If answer is **NO**, please attach this to Offer of Employment.

If answer is **YES**, please consult Protocols and Procedures for Stipends and call the Payroll Supervisor at X4110.

Questionnaire for Short Form Service Agreement for Educational Services

Name: _____

Date: _____

1. For this calendar year, are you an employee of the Simi Valley Unified School District or another district (including substitute and walk-on coach)? Yes _____ No _____
2. If yes, at what district, in what position, and location?
   _____
3. Do you have a Federal Tax Identification Number (EIN)? This is two numbers followed by a dash and then seven numbers. This is NOT a social Security Number.
   Yes _____ No _____

   If yes please provide it: _ _-_ _ _ _ _ _ _
4. Do you have a Business License? Yes _____ No _____

   If yes, please attach a copy of it and the # here:_____

Directions for Site:

If answer to question #1 is **No**, please attach this form to the Service Agreement.

If answer to question #1 is **Yes**, then have the person complete questions 2 -4. This person **MUST** have an EIN # and a business license. Then please follow up with the Payroll Supervisor at X4110 to review the Employment Determination Guide.

Employment Development Department
State of California

EMPLOYMENT DETERMINATION GUIDE

Purpose:

This worksheet is to be used by the proprietor of a business to determine whether a worker is most likely an employee or an independent contractor.

General Information:

Generally, whether a worker is an employee or an independent contractor can be determined through the application of the factors contained in common law or employment and statutory provisions of the California Unemployment Insurance Code.

If a worker is an employee under common law, the business that employs the worker must report the worker's earnings to the Employment Development Department (EDD) and must pay employment taxes on those wages. If the worker is an independent contractor and the business pays the worker $600 or more in payments, the business must file a Form 1099-MISC with the Internal Revenue Service (IRS). The business must also file a *Report of Independent Contractor(s)* (DE 542) with the EDD within 20 days of either making payments totaling $600 or more, or entering into a contract for $600 or more with an independent contractor in any calendar year. For more detailed information regarding your independent contractor reporting requirements, view the latest revision of the *California Employer's Guide* (DE 44) available on the EDD website at **www.edd.ca.gov/Payroll_Taxes/Forms_and_Publications.htm.**

The basic test for determining whether a worker is an independent contractor or an employee is whether the principal has the right to control the manner and means by which the work is performed. When the principal has the "right of control," the worker will be an employee even if the principal never actually exercises the control. If the principal does not have the right of control, the worker will generally be an independent contractor.

If, on the face of the relationship, it is not clear whether the principal has the "right of control," there are secondary factors that are considered to determine the existence or nonexistence of the right of control.

The enclosed worksheet addresses the basic test and secondary factors through a series of questions. If use of the worksheet clearly demonstrates that a worker is an employee, you should contact the EDD and arrange to report the worker and pay the relevant taxes. You may also want to contact the IRS and your workers' compensation insurance carrier to ensure that you are in compliance with federal tax laws and with state workers' compensation statutes.

If after completing the worksheet you are not sure whether the worker is an independent contractor or employee, you may request a written ruling by completing a *Determination of Employment Work Status* (DE 1870) or contact the Taxpayer Assistance Center for advice by calling 888-745-3886. The DE 1870 is designed to analyze a working relationship in detail and serves as the basis for a written determination from the EDD on employment status.

WORKSHEET ON EMPLOYMENT STATUS

Questions 1 – 3 are significant questions. If the answer to any of them is "Yes," it is a strong indication that the worker is an employee.

1. Do you instruct or supervise the person while he or she is working? Yes _____ No _____

   Independent contractors are free to do jobs in their own way, using specific methods they choose. A person or firm engages an independent contractor for the job's end result. When a worker is required to follow company procedure manuals and/or is given specific instructions on how to perform the work, the worker is normally an employee.

2. Can the worker quit or be discharged (fired) at any time? Yes _____ No _____

   If you have the right to fire the worker at will and without cause, it indicates that you have the right to control the worker.

   Independent contractors are engaged to do specific jobs and cannot be fired before the job is complete unless they violate the terms of the contract. They are not free to quit and walk away until the job is complete. For example, if a shoe store owner hires a licensed painter to paint the store, and the work had started, the store owner would not be able to just terminate the painter without there being a good reason or just cause for doing so.

3. Is the work being performed part of your regular business? Yes _____ No _____

   Work which is a necessary part of the regular trade or business is normally done by employees. For example, a sales clerk is selling shoes in a shoe store. A shoe store owner could not operate without sales clerks to sell shoes. On the other hand, a plumber engaged to fix the pipes in the bathroom of the store is performing a service on a one-time or occasional basis that is not an essential part of the purpose of the business enterprise. A certified public accountant engaged to prepare tax returns and financial statements for the business would also be an example of an independent contractor.

A "No" answer to questions 4 – 6 indicates that the individual is not in a business for himself or herself and would, therefore, normally be an employee.

4. Does the worker have a separately established business? Yes _____ No _____

When individuals hold themselves out to the general public as available to perform services similar to those performed for you, it is evidence that the individuals are operating separately established businesses and would normally be independent contractors. Independent contractors are free to hire employees and assign the work to others in any way they choose. Independent contractors have the authority to fire their employees without your knowledge or consent. Independent contractors can normally advertise their services in newspapers and/or publications, the Internet, yellow page listings, radio, television, and/or seek new customers through the use of business cards.

5. Is the worker free to make business decisions which affect his or her ability to profit from the work? Yes _____ No _____

An individual is normally an independent contractor when he or she is free to make business decisions which impact his or her ability to profit or suffer a loss. This involves real economic risk, not just the risk of not getting paid. These decisions would normally involve the acquisition, use, and/or disposition of equipment, facilities, and stock in trade which are under his or her control. Further examples of the ability to make economic business decisions include the amount and type of advertising for the business, the priority in which assignments are worked, and selection of the types and amounts of insurance coverage for the business.

6. Does the individual have a substantial investment in their job which would subject him or her to a financial risk of loss? Yes _____ No _____

Independent contractors furnish the tools, equipment, and supplies needed to perform the work. Independent contractors normally have an investment in the items needed to complete their tasks. To the extent necessary for the specific type of business, independent contractors provide their own business facility.

Questions 7 – 13 are additional factors that should be considered. A "Yes" answer to any of the questions is an indication the worker may be an employee, but no one factor by itself is deciding. When those factors are considered, a determination of whether an individual is an employee will depend upon a grouping of factors that are significant in relationship to the service being performed. However, the greater the number of "Yes" answers to questions 7 – 13, the greater the likelihood the worker is performing services as an employee.

7. Do you have employees who do the same type of work? Yes _____ No _____

   If the work being done is basically the same as work that is normally done by your employees, it indicates that the worker is an employee. This applies even if the work is being done on a one-time basis. For instance, to handle an extra workload or replace an employee who is on vacation, a worker is hired to fill in on a temporary basis. This worker is a temporary employee, not an independent contractor.

   (Note: If you contract with a temporary agency to provide you with a worker, the worker is normally an employee but may be an employee of the temporary agency. You may refer to the EDD *Information Sheet: Temporary Services and Employee Leasing Industries* [DE 231F] on the subject of temporary service and leasing employers.)

8. Do you furnish the tools, equipment, or supplies used to perform the work? Yes _____ No _____

   Independent contractors furnish the tools, equipment, and supplies needed to perform the work. Independent contractors normally have an investment in the items needed to complete their tasks.

9. Is the work considered unskilled or semi-skilled labor? Yes _____ No _____

   The courts and the California Unemployment Insurance Appeals Board have held that workers who are considered unskilled or semi-skilled are the type of workers the law is meant to protect and are generally employees.

10. Do you provide training for the worker? Yes _____ No _____

In skilled or semi-skilled work, independent contractors usually do not need training. If training is required to do the task, it is an indication that the worker is an employee.

11. Is the worker paid a fixed salary, an hourly wage, or based on a piece rate basis? Yes _____ No _____

Independent contractors agree to do a job and bill for the service performed. Typically, payments to independent contractors for labor or services are made upon the completion of the project or completion of the performance of specific portions of the project.

12. Did the worker previously perform the same or similar services for you as an employee? Yes _____ No _____

If the worker previously performed the same or similar services for you as an employee, it is an indication that the individual is still an employee.

13. Does the worker believe that he or she is an employee? Yes _____ No _____

Although belief of the parties is not controlling, intent of the parties is a factor to consider when making an employment or independent contractor determination. When both the worker and principal believe the worker is an independent contractor, an argument exists to support an independent contractor relationship between the parties.

Interpretations of Answers

Depending on the services being performed and the type of occupation, this questionnaire may produce a variety of results. There may be some factors which lean toward employment and some which lean toward independence. The answers to questions 1 – 6 provide a strong indication of the presence or absence of right to control. The answers to questions 7 – 13 when joined with other evidence may carry greater weight when indicating the presence or absence of direction and control.

1. If all of the answers to questions 1 – 3 are "No" and all of the answers to questions 4 – 6 are "Yes," there is an indication of independence. When this is the case, there are likely to be a number of "No" answers to questions 7 – 13 which add to the support of the determination.

2. If all of the answers to questions 1 – 3 are "Yes" and all of the answers to questions 4 – 6 are "No," it is very strong indication that the worker in question is an employee. When this is the case, there are likely to be a number of "Yes" answers to questions 7 – 13 which add to the support of the determination.

3. If the answer to question 1 or 2 is "Yes" or the answer to any one of questions 4 – 6 is "No," there is a likelihood of employment. At the very least, this pattern of answers makes the determination more difficult since the responses to questions 7 – 13 will probably be mixed. In such situations, the business owner would be well advised to complete a DE 1870, giving all of the facts of the working relationship and requesting a ruling from the EDD.

4. If the answer to question 3 is "Yes" and the answer to question 4 is "No," there is a likelihood of employment. Given this pattern of answers, it is probable that the answers to questions 5 and 6 will also be "No." When this happens you may also see more "Yes" answers to the last group of questions (7 – 13). This scenario would support an employment determination.

These four scenarios illustrate only a few combinations of answers that could result from the use of this Employment Determination Guide, depending on the working relationship a principal may have with a worker and the type of occupation. The more the pattern of answers vary from the above four situations, the more difficult it is to interpret them. In situations 1 and 2, there is a greater chance that the interpretation will be accurate, and they present the least risk to the business owner of misclassifying the worker. With other combinations of answers, the EDD recommends that business owners complete a DE 1870, giving a complete description of the working relationship and requesting a ruling from the EDD.

NOTE: Some agent or commission drivers, traveling or city salespeople, homeworkers, artists, authors, and workers in the construction industry are employees by law even if they would otherwise be considered independent contractors under common law. If you are dealing with workers in any of these fields, access *Information Sheet: Statutory Employees* (DE 231SE) from the EDD website at **www.edd.ca.gov/Payroll_Taxes/Forms_and_Publications.htm** or contact the Taxpayer Assistance Center at 888-745-3886.

SOME EXAMPLES OF INDEPENDENT CONTRACTORS AND COMMON LAW EMPLOYEES

Independent Contractors	Employees
An attorney or accountant who has his or her own office, advertises in the yellow pages of the phone book under "Attorneys" or "Accountants," bills clients by the hour, is engaged by the job or paid an annual retainer, and can hire a substitute to do the work is an example of an independent contractor.	An attorney or accountant who is employed by a firm to handle their legal affairs or financial records, works in an office at the firm's place of business, attends meetings as needed, and the firm bills the clients and pays the attorney or accountant on a regular basis is an example of an employee.
An auto mechanic who has a station license, a resale license, buys the parts necessary for the repairs, sets his or her own prices, collects from the customer, sets his or her own hours and days of work, and owns or rents the shop from a third party is an example of an independent contractor.	An auto mechanic working in someone's shop who is paid a percentage of the work billed to the customer, where the owner of the shop sets the prices, hours, and days the shop is open, schedules the work, and collects from the customers is an example of an employee.
Dance instructors who select their own dance routines to teach, locate and rent their own facilities, provide their own sound systems, music and clothing, collect fees from customers, and are free to hire assistants are examples of independent contractors.	Dance instructors working in a health club where the club sets hours of work, the routines to be taught and pays the instructors from fees collected by the club are examples of employees.
A repairperson who owns or rents a shop, advertises the services to the public, furnishes all of the tools, equipment, and supplies necessary to make repairs, sets the price for services, and collects from the customers is an example of an independent contractor.	A repairperson working in a shop where the owner sets the prices, the hours and days the shop is open, and the repairperson is paid a percentage of the work done is an example of an employee.

NOTE: Payroll tax audits conducted by the EDD have disclosed misclassified workers in virtually every type and size of business. However, certain industries seem more prone to have a higher number of misclassified workers than others. Historically, industries at higher risk of having misclassified workers include businesses that use:

- Construction workers
- Seasonal workers
- Short-term or "casual" workers
- Outside salespersons

Apply for an Employer Identification Number (EIN) Online

Español

Hours of operation: Monday through Friday 7 a.m. to 10 p.m. Eastern Time

1 Determine Your Eligibility...

- You may apply for an EIN online if your principal business is located in the United States or U.S. Territories.
- The person applying online must have a valid Taxpayer Identification Number (SSN, ITIN, EIN).
- You are limited to one EIN per responsible party per day.

2 Understand the Online Application...

- You must complete this application in one session, as you will not be able to save and return at a later time.
- Your session will expire after 15 minutes of inactivity, and you will need to start over.

3 Submit Your Application...

- After all validations are done you will get your EIN immediately upon completion. You can then download, save, and print your EIN confirmation notice.

Apply Online Now

Return due dates provided on CP575 notices

Due to a change in return due dates for Partnerships and certain Corporations, your CP575 notice may be incorrect for tax periods ending after 12/31/2015. When filing any tax return, use the most current version of the form and instructions for your entity type to ensure timely filing.

Important

We cannot process your application online if the responsible party is an entity with an EIN previously obtained through the Internet. Please use one of our other methods to apply. See How to Apply for an EIN. We apologize for any inconvenience this may cause you.

Purpose of an Employer Identification Number

Employer Identification Numbers are issued for the purpose of tax administration and are not intended for participation in any other activities (e.g., tax lien auction or sales, lotteries, etc.)

Employer Tax Responsibilities Explained (Publications 15, 15-A and 15B)

Publication 15 provides information on employer tax responsibilities related to taxable wages, employment tax withholding and which tax returns must be filed. More complex issues are discussed in Publication 15-A and tax treatment of many employee benefits can be found in Publication 15. We recommend employers download these publications from IRS.gov. Copies can be requested online (search "Forms and Publications) or by calling 1-800-TAX-FORM.

Exempt Organization Information

If you believe your organization qualifies for tax exempt status (whether or not you have a requirement to apply for a formal ruling), be sure your organization is formed legally before you apply for an EIN. Nearly all organizations exempt under IRC 501(a) are subject to automatic revocation of their tax-exempt status if they fail to file a required annual information return or notice for three consecutive years. When you apply for an EIN, we presume you're legally formed and the clock starts running on this three-year period.

Example: Your organization applies for an EIN in November 2014 and chooses a December accounting period. Your first tax period would end on December 31, 2014, and your first return or notice (if your organization does not meet one of the few exceptions to the annual reporting requirement) would be due May 15, 2015. You would be subject to automatic revocation of your exemption if you fail to file for the three periods that end December 31, 2016 (return/notice due May 15, 2017) or for any consecutive three-year period thereafter.

Page Last Reviewed or Updated: 10-Mar-2017

Select Language ▼

Mark A. Lunn: County Clerk and Recorder/Registrar of Voters

Business License

NEW BUSINESS – LICENSES, PERMITS, AND REGULATIONS

One of the basic steps in starting your new business is to review applicable city, county, state and Federal regulations and obtain any necessary licenses or permits. The following lists some of the requirements at each level of government. It is a general guide and should not be considered an all-inclusive checklist. Requirements vary depending on the type, size, location, etc., of the business.

CITY

A business license is an annual tax you pay for doing business within a city boundary. It is required BEFORE any business, trade, profession, enterprise, establishment, occupation, or calling is conducted within the boundaries of a city, even if your business is physically located outside the city limits or you have a business license from another city. Business license fees and regulations are different for each city. Contact your city for further information:

- CAMARILLO: 601 Carmen Drive (805) 388-5330
- FILLMORE: 250 Central Avenue (805) 524-3701
- MOORPARK: 799 Moorpark Avenue (805) 517-6200
- OJAI: 401 South Ventura Street (805) 646-5581
- OXNARD: 214 S. C Sreet, Oxnard (805) 385-7817
- PORT HUENEME: 250 North Ventura Road (805) 986-6526
- SANTA PAULA: 970 Ventura Street (805) 933-4211
- SIMI VALLEY: 2929 Tapo Canyon Road (805) 583-6736
- THOUSAND OAKS: 2100 East Thousand Oaks Boulevard (805) 449-2201
- VENTURA: 501 Poli Street, Room 107 (805) 658-4715

COUNTY

Government Center, 800 South Victoria Avenue, Ventura, CA 93009

Fictitious Business Name: If you regularly transact business in this state for profit under a fictitious business name, you will need to file a Fictitious Business Name Statement with the County Clerk's Office.

Click here for information regarding Fictitious Business Name Statements.

Health Permits: Contact the County Environmental Health Division, Hall of Administration, 3rd Floor, (805) 654-2813 for the appropriate permit if your business/project is associated with any of the following: retail food sales, public pools/spas, septic systems, underground fuel tanks, medical waste, hazardous waste, tattooing, body piercing, permanent cosmetics, landfills, compost facilities, or trash trucks.

County Business License: The County Sheriff's Office accepts applications for business licenses ONLY from businesses located in the unincorporated areas of Ventura County which are regulated by the Sheriff, such as: temporary show or concert, dance hall, hawker, pool table, pawn broker, junk collector or dealer, massage parlor, rubbish collector, second-hand dealer, solicitor, taxi cab operator, itinerant merchant, bingo, etc. If your business address is located in the unincorporated area, or you conduct business in the unincorporated area, please contact the Sheriff's Office to see if you are required to hold a County Business License at (805) 654-2371.

County Business Tax Certificate: All businesses, professions, trades, vocations, enterprises, establishments, occupations and callings being conducted in the unincorporated areas of the county must obtain a Business Tax Certificate. This includes temporary businesses (e.g., film productions). Even businesses located within any city limits that deliver, solicit, or operate in the unincorporated areas of the county must have this certificate. For more information, call the Business Tax Bureau at (805) 645-1328.

Home
Contact Us
Fee Schedule
County Recorder
Elections
FAQ

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Simi Valley Schools
SIMI VALLEY UNIFIED SCHOOL DISTRICT

APPENDIX

CLASSIFIED SAMPLES

SAMPLE: Classified - Coaching Stipend

PERSONNEL USE ONLY

BOARD _____

SIMI VALLEY UNIFIED SCHOOL DISTRICT
REQUEST FOR PERSONNEL

Classified ☒ Certificated ☐ Add'l Time ☐ Limited Term ☐ Permanent ☐ Substitute ☐ New ☐ Increase Existing Position ☐

CLASSIFICATION: Varsity Girls Water Polo Coach ACCOUNT # N/A

SCHOOL/DEPARTMENT: Royal High School DUTY HOURS: _____ to _____

WORK TO BEGIN: 10/20/16 Daily ☐ Weekly ☐ HOURS: _____ LENGTH OF ASSIGNMENT: *(Perm = 10 mos L/T = date nte 6 mos) End of School Year

JUSTIFICATION OF REQUEST: To fill position as Varsity Girls Water Polo Coach

SIGNATURE – ORIGINATOR / DATE

SIGNATURE – BUDGET RESPONSIBILITY / DATE

PERSONNEL OFFICE

CLASSIFICATION: Varsity Girls Water Polo Coach EFFECTIVE DATE 10/20/16

PERSONNEL SELECTED: Jake Gylenhall SALARY: _____ $3,091.00 _____
Range/Step MONTHLY HOURLY

POSITION # _____

DISTRIBUTION BY PERSONNEL:
PERSONNEL-PINK & GOLDENROD PAYROLL-YELLOW ORIGINATOR-WHITE

SIGNATURE – PERSONNEL DATE

Form 000412 - (rev. 9/10)

Sample: Offer of Employment - Coaching Stipend

SIMI VALLEY UNIFIED SCHOOL DISTRICT

OFFER OF EMPLOYMENT - ATHLETIC COACHING

Name of Coach: Jake Gylenhall School: ROYAL HIGH SCHOOL

☐ Certificated (Currently Employed) ☒ Walk-On

The Board of Education of the Simi Valley Unified School District offers employment as a TEMPORARY employee to serve in the limited assignment of supervision sport/activity programs for students. Such employment is offered pursuant to the provisions of Education Code Section 44919(b).

You are hereby offered to serve as Varsity Girls Water Polo Coach during the 2016/2017 school year.

Your service will begin on 10/20/2016 and will end no later than the last day of school.

Salary for the services performed pursuant to this agreement will be $ 3,091.00 in accordance with Step N/A, payable at the end of each season of sport or activity.

The source of revenue is : Donated Funds

This offer of employment is made subject to the following qualifications being met:

☒ Meets the qualifications and competencies as required by the District and the State of California

☐ Does not meet all of the qualifications and competencies at this time but will serve under the immediate supervision of a fully qualified athletic team coach.

Name of Coach: Jake Gylenhall

I understand that I must meet the requirements for coaches described in Sections 5531-5535 of Title 5, California Administrative Code, the Coaches Handbook, all District policies and CIF Rules.

Jake Gylenhall (Coach) Date: 10/20/16 123-45-6789

123 Easy (Street) Simi Valley (City) CA (Zip Code) (805) 213-4567 (Phone)

Signature Required (Athletic Director) Date: ____ Signature Required (Certificated/Classified Personnel) Date: ____

Signature Required (Principal) Date: ____

****

Checklist for Principal to accompany recommendation for Temporary Athletic Coach. Send this certification/checklist and all required documents listed below to the appropriate Personnel Department.

All Applicants:

____ Application for Temporary Athletic Coach (New or Renewal Application Must Be Submitted Each School Year)
____ Copy of Valid CPR Certificate ( )
____ Copy of Valid First Aid Card
____ Qualifications Have Been Certified (Attach Copies of Transcripts/Training Records)
____ Fingerprints Cleared

Walk-On Coach Applicants Only:

____ All Walk-On Coaches must complete a packet provided by Classified Personnel and meet with a Personnel Technician.
____ References and information have been checked and verified.

Verified by: _____ (Attach Notes)

Original - Personnel Office Yellow - School Pink - Coach

Sample: Classified - Asst. Coaching Stipend

PERSONNEL USE ONLY

BOARD _____

SIMI VALLEY UNIFIED SCHOOL DISTRICT
REQUEST FOR PERSONNEL

Classified ☒ Certificated ☐ Add'l Time ☐ Limited Term ☐ Permanent ☐ Substitute ☐ New ☐ Increase Existing Position ☐

CLASSIFICATION: Asst. Football Coach ACCOUNT # N/A

SCHOOL/DEPARTMENT: Royal High School DUTY HOURS: _____ to _____

WORK TO BEGIN: 10/20/16 Daily ☐ Weekly ☐ HOURS: _____ LENGTH OF ASSIGNMENT: *(Perm = 10 mos L/T = date nte 6 mos) End of Season

JUSTIFICATION OF REQUEST: To fill position as Assistant Football Coach

SIGNATURE – ORIGINATOR / DATE

SIGNATURE – BUDGET RESPONSIBILITY / DATE

PERSONNEL OFFICE

CLASSIFICATION: Assistant Football Coach EFFECTIVE DATE 10/20/16

PERSONNEL SELECTED: Samuel Jackson SALARY: N/A (Range/Step) 0 (MONTHLY) (HOURLY)

POSITION # _____

DISTRIBUTION BY PERSONNEL:
PERSONNEL-PINK & GOLDENROD PAYROLL-YELLOW ORIGINATOR-WHITE

SIGNATURE – PERSONNEL DATE

Form 000412 - (rev. 9/10)

SIMI VALLEY UNIFIED SCHOOL DISTRICT

OFFER OF EMPLOYMENT - ATHLETIC COACHING

Name of Coach: Samuel Jackson School: ROYAL HIGH SCHOOL

☐ Certificated (Currently Employed) ☒ Walk-On

The Board of Education of the Simi Valley Unified School District offers employment as a TEMPORARY employee to serve in the limited assignment of supervision sport/activity programs for students. Such employment is offered pursuant to the provisions of Education Code Section 44919(b).

You are hereby offered to serve as Asst. Football Coach during the 2016/2017 school year.

Your service will begin on 10/20/2016 and will end no later than the last day of school.

Salary for the services performed pursuant to this agreement will be $ 0.00 in accordance with Step N/A, payable at the end of each season of sport or activity.

The source of revenue is : Volunteer

This offer of employment is made subject to the following qualifications being met:

☒ Meets the qualifications and competencies as required by the District and the State of California

☐ Does not meet all of the qualifications and competencies at this time but will serve under the immediate supervision of a fully qualified athletic team coach.

Name of Coach: Samuel Jackson

I understand that I must meet the requirements for coaches described in Sections 5531-5535 of Title 5, California Administrative Code, the Coaches Handbook, all District policies and CIF Rules.

Samuel Jackson (Coach) Date: 10/5/16 123-45-6789

336 Tapo Cyn. (Street) Simi Valley (City) CA (Zip Code) (805) 213-4567 (Phone)

Signature Required (Athletic Director) Date: ____ Signature Required (Certificated/Classified Personnel) Date: ____

Signature Required (Principal) Date: ____

****

Checklist for Principal to accompany recommendation for Temporary Athletic Coach. Send this certification/checklist and all required documents listed below to the appropriate Personnel Department.

All Applicants:

____ Application for Temporary Athletic Coach (New or Renewal Application Must Be Submitted Each School Year)
____ Copy of Valid CPR Certificate ( )
____ Copy of Valid First Aid Card ( )
____ Qualifications Have Been Certified (Attach Copies of Transcripts/Training Records)
____ Fingerprints Cleared

Walk-On Coach Applicants Only:

____ All Walk-On Coaches must complete a packet provided by Classified Personnel and meet with a Personnel Technician.
____ References and information have been checked and verified.
Verified by: _____ (Attach Notes)

Original - Personnel Office Yellow - School Pink - Coach

PERSONNEL USE ONLY

BOARD _____

SIMI VALLEY UNIFIED SCHOOL DISTRICT
REQUEST FOR PERSONNEL

Classified ☒ Certificated ☐ Add'l Time ☐ Limited Term ☐ Permanent ☐ Substitute ☐ New ☐ Increase Existing Position ☐

CLASSIFICATION: Community Aide Resource (Vocal Coach) ACCOUNT # N/A

SCHOOL/DEPARTMENT: Simi Valley High DUTY HOURS: _____ to _____

WORK TO BEGIN: 11/20/16 Daily ☐ Weekly ☐ HOURS: NTE 213 Hrs. LENGTH OF ASSIGNMENT: End of School Year
*(Perm = 10 mos L/T = date nte 6 mos)

JUSTIFICATION OF REQUEST: To fill position as Vocal Coach

SIGNATURE – ORIGINATOR / DATE

SIGNATURE – BUDGET RESPONSIBILITY / DATE

PERSONNEL OFFICE

CLASSIFICATION: Community Aide Resource (Vocal Coach) EFFECTIVE DATE 11/20/16

PERSONNEL SELECTED: Bradley Pitt SALARY: _____ $2,475.00 $ 11.62
Range/Step MONTHLY HOURLY

POSITION # _____

DISTRIBUTION BY PERSONNEL:
PERSONNEL-PINK & GOLDENROD PAYROLL-YELLOW ORIGINATOR-WHITE

SIGNATURE – PERSONNEL DATE

Form 000412 - (rev. 9/10)

SIMI VALLEY UNIFIED SCHOOL DISTRICT

OFFER OF EMPLOYMENT - ATHLETIC COACHING

Name of Coach: Bradley Pitt School: SIMI VALLEY HIGH SCHOOL

☐ Certificated (Currently Employed) [X] Walk-On

The Board of Education of the Simi Valley Unified School District offers employment as a TEMPORARY employee to serve in the limited assignment of supervision sport/activity programs for students. Such employment is offered pursuant to the provisions of Education Code Section 44919(b).

*Does not require a degree

You are hereby offered to serve as Comm. Aide Resource - Vocal Coach during the 2016/2017 school year.

Your service will begin on 11/20/2016 and will end no later than the last day of school.

Salary for the services performed pursuant to this agreement will be $ *11.62 (hourly) in accordance with Step N/A, payable at the end of each season of sport or activity.

The source of revenue is : Donated Funds ($2,475.00)

This offer of employment is made subject to the following qualifications being met:

[X] Meets the qualifications and competencies as required by the District and the State of California

☐ Does not meet all of the qualifications and competencies at this time but will serve under the immediate supervision of a fully qualified athletic team coach.

Name of Coach: Bradley Pitt

I understand that I must meet the requirements for coaches described in Sections 5531-5535 of Title 5, California Administrative Code, the Coaches Handbook, all District policies and CIF Rules.

Bradley Pitt Date: 11/15/16 123-45-6789
Coach

2345 Rutgers Ln. Simi Valley CA (805) 213-4567
Street City Zip Code Phone

Signature Required Date: ______ Signature Required Date: ______
Athletic Director Certificated/Classified Personnel

Signature Required Date: ______
Principal

****

Checklist for Principal to accompany recommendation for Temporary Athletic Coach. Send this certification/checklist and all required documents listed below to the appropriate Personnel Department.

All Applicants:

____ Application for Temporary Athletic Coach (New or Renewal Application Must Be Submitted Each School Year)
____ Copy of Valid CPR Certificate ( )
____ Copy of Valid First Aid Card ( )
____ Qualifications Have Been Certified (Attach Copies of Transcripts/Training Records)
____ Fingerprints Cleared

Walk-On Coach Applicants Only:

____ All Walk-On Coaches must complete a packet provided by Classified Personnel and meet with a Personnel Technician.
____ References and information have been checked and verified.

Verified by: ______________________ (Attach Notes)

Original - Personnel Office Yellow - School Pink - Coach

PERSONNEL USE ONLY

BOARD _____

SIMI VALLEY UNIFIED SCHOOL DISTRICT
REQUEST FOR PERSONNEL

Classified ☒ Certificated ☐ Add'l Time ☐ Limited Term ☐ Permanent ☐ Substitute ☐ New ☐ Increase Existing Position ☐

CLASSIFICATION: Comm. Aide Res., Inst. Spec. I (Accompanist) ACCOUNT # N/A

SCHOOL/DEPARTMENT: Royal High School DUTY HOURS: _____ to _____

WORK TO BEGIN: 10/17/16 Daily ☐ Weekly ☐ HOURS: NTE 130 hrs. LENGTH OF ASSIGNMENT: *(Perm = 10 mos L/T = date nte 6 mos) End of School Year

JUSTIFICATION OF REQUEST: Working as a Piano Accompanist for Royal

_____ SIGNATURE – ORIGINATOR / DATE

_____ SIGNATURE – BUDGET RESPONSIBILITY / DATE

PERSONNEL OFFICE

CLASSIFICATION: Comm. Aide Resource, Inst. Spec. I EFFECTIVE DATE 10/17/16

PERSONNEL SELECTED: Sally Sue SALARY: _____ Range/Step $3,680 MONTHLY $ 19.14 HOURLY

POSITION # _____

DISTRIBUTION BY PERSONNEL:
PERSONNEL-PINK & GOLDENROD PAYROLL-YELLOW ORIGINATOR-WHITE

_____ SIGNATURE – PERSONNEL DATE

Form 000412 - (rev. 9/10)

SIMI VALLEY UNIFIED SCHOOL DISTRICT

OFFER OF EMPLOYMENT - ATHLETIC COACHING

Name of Coach: Sally Sue School: ROYAL HIGH SCHOOL

☐ Certificated (Currently Employed) ☒ Walk-On

The Board of Education of the Simi Valley Unified School District offers employment as a TEMPORARY employee to serve in the limited assignment of supervision sport/activity programs for students. Such employment is offered pursuant to the provisions of Education Code Section 44919(b).

*Requires BA in Related Field (Accompanist)

You are hereby offered to serve as Comm. Aide Rec., Inst. Spec I. during the 2016/2017 school year.

Your service will begin on 10/17/2016 and will end no later than the last day of school.

Salary for the services performed pursuant to this agreement will be $ *19.14 (hourly) in accordance with Step N/A, payable at the end of each season of sport or activity.

The source of revenue is : Donated Funds ($ 2,474.00)

This offer of employment is made subject to the following qualifications being met:

☒ Meets the qualifications and competencies as required by the District and the State of California

☐ Does not meet all of the qualifications and competencies at this time but will serve under the immediate supervision of a fully qualified athletic team coach.

Name of Coach: Sally Sue

I understand that I must meet the requirements for coaches described in Sections 5531-5535 of Title 5, California Administrative Code, the Coaches Handbook, all District policies and CIF Rules.

Sally Sue (Coach) Date: 10/1/16 123-45-6789

123 Easy (Street) Simi Valley (City) CA (Zip Code) (805) 213-4567 (Phone)

Signature Required (Athletic Director) Date: ____ Signature Required (Certificated/Classified Personnel) Date: ____

Signature Required (Principal) Date: ____

****

Checklist for Principal to accompany recommendation for Temporary Athletic Coach. Send this certification/checklist and all required documents listed below to the appropriate Personnel Department.

All Applicants:

____ Application for Temporary Athletic Coach (New or Renewal Application Must Be Submitted Each School Year)
____ Copy of Valid CPR Certificate ( )
____ Copy of Valid First Aid Card ( )
____ Qualifications Have Been Certified (Attach Copies of Transcripts/Training Records)
____ Fingerprints Cleared

Walk-On Coach Applicants Only:

____ All Walk-On Coaches must complete a packet provided by Classified Personnel and meet with a Personnel Technician.
____ References and information have been checked and verified.

Verified by: _____ (Attach Notes)

Original - Personnel Office Yellow - School Pink - Coach

PERSONNEL USE ONLY

BOARD _____

SIMI VALLEY UNIFIED SCHOOL DISTRICT
REQUEST FOR PERSONNEL

Classified ☒ Certificated ☐ Add'l Time ☐ Limited Term ☐ Permanent ☐ Substitute ☐ New ☐ Increase Existing Position ☐

CLASSIFICATION: Boys F/S Basketball Coach ACCOUNT # N/A

SCHOOL/DEPARTMENT: Royal High School DUTY HOURS: _____ to _____

WORK TO BEGIN: 10/20/16 HOURS: Daily ☐ Weekly ☐ _____ LENGTH OF ASSIGNMENT: *(Perm = 10 mos L/T = date nte 6 mos) End of School Year

JUSTIFICATION OF REQUEST: To fill position as boys F/S Basketball Coach - Winter 2016/2017

SIGNATURE – ORIGINATOR / DATE

SIGNATURE – BUDGET RESPONSIBILITY / DATE

PERSONNEL OFFICE

CLASSIFICATION: Boys F/S Basketball Coach EFFECTIVE DATE 10/20/16

PERSONNEL SELECTED: John Travolta SALARY: 8 (Range/Step) $2,680 (MONTHLY) (HOURLY)

POSITION # _____

DISTRIBUTION BY PERSONNEL:
PERSONNEL-PINK & GOLDENROD PAYROLL-YELLOW ORIGINATOR-WHITE

SIGNATURE – PERSONNEL DATE

Form 000412 - (rev. 9/10)

SIMI VALLEY UNIFIED SCHOOL DISTRICT

OFFER OF EMPLOYMENT - ATHLETIC COACHING

Name of Coach: John Travolta School: ROYAL HIGH SCHOOL

☐ Certificated (Currently Employed) ☒ Walk-On

The Board of Education of the Simi Valley Unified School District offers employment as a TEMPORARY employee to serve in the limited assignment of supervision sport/activity programs for students. Such employment is offered pursuant to the provisions of Education Code Section 44919(b).

You are hereby offered to serve as Boys F/S Basketball Coach during the 2016/2017 school year.

Your service will begin on 10/20/2016 and will end no later than the last day of school.

Salary for the services performed pursuant to this agreement will be $ 2,680.00 in accordance with Step 8, payable at the end of each season of sport or activity.

The source of revenue is : District Stipend

This offer of employment is made subject to the following qualifications being met:

☒ Meets the qualifications and competencies as required by the District and the State of California

☐ Does not meet all of the qualifications and competencies at this time but will serve under the immediate supervision of a fully qualified athletic team coach.

Name of Coach: John Travolta

I understand that I must meet the requirements for coaches described in Sections 5531-5535 of Title 5, California Administrative Code, the Coaches Handbook, all District policies and CIF Rules.

John Travolta (Coach) Date: 10/6/16 123-45-6789

336 Tapo Cyn. (Street) Simi Valley (City) CA (Zip Code) (805) 213-4567 (Phone)

Signature Required (Athletic Director) Date: ____ Signature Required (Certificated/Classified Personnel) Date: ____

Signature Required (Principal) Date: ____

****

Checklist for Principal to accompany recommendation for Temporary Athletic Coach. Send this certification/checklist and all required documents listed below to the appropriate Personnel Department.

All Applicants:

____ Application for Temporary Athletic Coach (New or Renewal Application Must Be Submitted Each School Year)
____ Copy of Valid CPR Certificate ( )
____ Copy of Valid First Aid Card ( )
____ Qualifications Have Been Certified (Attach Copies of Transcripts/Training Records)
____ Fingerprints Cleared

Walk-On Coach Applicants Only:

____ All Walk-On Coaches must complete a packet provided by Classified Personnel and meet with a Personnel Technician.
____ References and information have been checked and verified.

Verified by: ______________________ (Attach Notes)

Original - Personnel Office Yellow - School Pink - Coach

Simi Valley Schools
SIMI VALLEY UNIFIED SCHOOL DISTRICT

APPENDIX

CERTIFICATED SAMPLES

SIMI VALLEY UNIFIED SCHOOL DISTRICT

REQUEST FOR PERSONNEL

CLASSIFIED [ ] CERTIFICATED [X] ADD'L TIME [X] LIMITED TERM [ ] PERMANENT [ ] SUBSTITUTE [ ] NEW [ ]

ACCOUNT #

CLASSIFICATION: TEACHER 100-EFF (167239)

SCHOOL/DEPARTMENT: SMITH ST. HIGH SCHOOL DUTY HOURS: AM PM

WORK TO BEGIN: 9/2016 HOURS: NTE 12 HOURS LENGTH OF ASSIGNMENT:

JUSTIFICATION OF REQUEST: EOS Intervention

SIGNATURE - ORIGINATOR / DATE SIGNATURE - BUDGET RESPONSIBILITY / DATE

PERSONNEL OFFICE

CLASSIFICATION: Teacher EFFECTIVE DATE: 9/2016

PERSON SELECTED: Sam Miller SALARY: $38.92/hr

Range/Step MONTHLY HOURLY

DISTRIBUTION BY PERSONNEL:

PERSONNEL - PINK & GOLDENROD PAYROLL - YELLOW ORIGINATOR - WHITE SIGNATURE - PERSONNEL DATE

00412 (6/94)

SIMI VALLEY UNIFIED SCHOOL DISTRICT

REQUEST FOR PERSONNEL

CLASSIFIED [ ] CERTIFICATED [X] ADD'L TIME [ ] LIMITED TERM [ ] PERMANENT [ ] SUBSTITUTE [ ] NEW [ ]

ACCOUNT #

CLASSIFICATION: TEACHER 520-RFP

SCHOOL/DEPARTMENT: OSO ELEMENTARY SCHOOL DUTY HOURS: AM PM

WORK TO BEGIN: 9/2016 HOURS: LENGTH OF ASSIGNMENT: 2016/2017 SY

JUSTIFICATION OF REQUEST: Teaching Combination Class

SIGNATURE - ORIGINATOR / DATE SIGNATURE - BUDGET RESPONSIBILITY / DATE

PERSONNEL OFFICE

CLASSIFICATION: Teacher EFFECTIVE DATE: 9/2016

PERSON SELECTED: Janice Williams SALARY: $1,000 combination class stipend

Range/Step MONTHLY HOURLY

DISTRIBUTION BY PERSONNEL:

PERSONNEL - PINK & GOLDENROD PAYROLL - YELLOW ORIGINATOR - WHITE SIGNATURE - PERSONNEL DATE

00412 (6/94)

SIMI VALLEY UNIFIED SCHOOL DISTRICT

REQUEST FOR PERSONNEL

CLASSIFIED [ ] CERTIFICATED [X] ADD'L TIME [ ] LIMITED TERM [ ] PERMANENT [ ] SUBSTITUTE [ ] NEW [ ]

ACCOUNT #

CLASSIFICATION: VARSITY FOOTBALL HEAD COACH 355

SCHOOL/DEPARTMENT: MIDDLETON HIGH SCHOOL DUTY HOURS: AM PM

WORK TO BEGIN: 8/2017 HOURS: LENGTH OF ASSIGNMENT: END OF SEASON

JUSTIFICATION OF REQUEST: To fill position as Varsity Football Head Coach

SIGNATURE - ORIGINATOR / DATE SIGNATURE - BUDGET RESPONSIBILITY / DATE

PERSONNEL OFFICE

CLASSIFICATION: Varsity Football Head Coach EFFECTIVE DATE: 8/15/2017

PERSON SELECTED: Jack Spencer SALARY: 8 $4,123

Range/Step MONTHLY HOURLY

DISTRIBUTION BY PERSONNEL:

PERSONNEL - PINK & GOLDENROD PAYROLL - YELLOW ORIGINATOR - WHITE

SIGNATURE - PERSONNEL DATE

00412 (6/94)