

Omak School District
Co-Curricular Employees Association
Agreement

2018-21

(revised: 8/25/18)

Section A. Right to due Process

1. All complaints shall be called to the attention of the employee as soon as possible.
2. The chain of command shall be followed as such:
 - a. employee face-to-face with concerned person
 - b. employee, concerned person, with Athletic Director
 - c. employee, concerned person, A.D. with Principal
 - d. employee, concerned person, A.D., Principal, Superintendent
3. Non-renewed employee can, within 15 working days of receipt of written notice, appeal to the Board of Directors. The Board of Directors will hear the appeal within 10 working days. The decision of the Board of Directors will be rendered within 10 working days and will be final. The employee may bring witnesses, documented statements, and supporting evidence to the appeal hearing.

Section B. Salary and Salary Payments

1. **Schedule**: Salaries shall be as set out in the schedule which is attached to and made a part of the Agreement as Appendix A.
2. **Retroactivity**: Should the date of execution of this Agreement be subsequent to the effective date, salaries shall be retroactive to the effective date. Retroactive pay, where applicable, shall be paid on the first regular pay day following execution of this Agreement.
3. **Payment**: Payments will be made in equal installments during the course of the season.
4. **Errors in Computation**: Errors in computation related to salary and/or fringe benefits shall be brought to the attention of the employee as soon as discovered. In the event the District has made an over payment, the District and the employee shall work out a mutually agreeable plan for payback. In the event the District has underpaid, the deficit shall be made up immediately.

Section C. Transportation Benefits

1. **Vehicle Reimbursement Rate**: If a school vehicle is available, staff should be able to use it to attend a clinic or a workshop.

Section D. Payment for Coaching Clinics

1. Each coach will be reimbursed up to \$250 for attending a coaching clinic or a class relating directly to the sport being coached. This is a \$250 maximum per year, per coach, per sport. The district will pay for the cost of the substitute teacher if the coach is a teacher and has to miss school. A coach that is only coaching one sport during the year, may roll over their \$250 allowance one time for a maximum of \$500 to be utilized the following year.

Full Year Co-Curricular Supplemental Contracts

Definitions:

1. End of Season
 - A. The last contest for an individual sport, or
 - B. The last day of a student activity contract. (An annual contract would be the last student day of the school year.)

2. Supplemental Contracts:
 - A. Specific jobs beyond a “regular employee position” that are understood to be offered one year at a time.
 - B. Examples: coaches, advisors
 - C. Are issued solely at the discretion of the school board

3. In-District:
 - A. Any current employee of the district will be considered “In-House” for purposes of applying for coaching positions.

4. Vacant Position:
 - A. When renewal is not recommended.
 - B. The school board fails to approve a recommendation.
 - C. An issued contract is not returned by the designated date.
 - D. Someone holding a contract resigns.

Contract Renewal for Co-Curricular Supplemental Contracts:

1. Within twenty (20) working days following the end of the season/activity period, the following will occur:
 - A. The principal or their designee will perform an evaluation of the employee involved in that particular activity.
 - B. The principal or their designee will make a recommendation on renewal of the contract or not, based on the employee’s evaluation. The employee will be notified of the recommendation prior to anyone else.

2. If the employee is approved by the board for the following year, a contract will be issued and must be signed and returned to the district personnel office before the stated deadline. Should a contract not be signed prior to the 10th day following its issuance, the position shall be designated vacant and posted according to district policy.

3. All vacant positions may be posted both In-District and Out-of-District at the same time for a minimum of five (5) days. The position may be open longer or until filled. All qualified In-District applicants will be ensured of receiving an initial interview.

3a. If a position becomes vacant mid-season (ie: resignation/termination), the position can be filled for the remainder of the season without being posted, but must be opened for the following year as a vacant position.

3b. If a short-term position is needed to assist a current coach with a program need (ie: transporting/supervising one gender in a coed sport), the athletic department may fill that position as needed.

Note: Both 3a and 3b will be paid through a Supplemental/Goods and Service Contract for the percentage of the season worked.

4. Should the employee wish not to continue in their current position, a letter of resignation will be submitted to their principal or designee.

APPENDIX A. EXTRACURRICULAR PAY

All salary percentages are based on a base salary of \$38,000.

POSITION	STEP I (1-4 Yrs.)	STEP II (5-8 Yrs.)	STEP III (9-12 Yrs.)	STEP IV (13-15 Yrs.)
ATHLETICS				
Head High School	.16	.17	.18	.19
Assistant, High School	.10	.11	.12	.13
Head, Middle School	.08	.09	.10	.11
Assistant, Middle School	.07	.08	.09	.10
HS Cheerleader Coach	.18	.19	.20	.21

Placement: Placement of the Extracurricular Pay Schedule will be determined by the number of consecutive years of paid coaching experience in the current assignment at Omak School District. The Athletic Director shall verify and report the experience level of the coaches to Human Resources.

Post Season Pay: Coaches whose teams qualify for post season after the final regular season contest shall receive a stipend of one divided by ten (1/10) of the coaches' regular season salary for each full week of the extended season. "Qualifying" for post season means that athletes must earn the right to compete beyond their last non-qualifying contest. If the last qualifying contest is on Tuesday, a week would be considered to the next Tuesday.

SEASON	SPORT	# OF COACHES	PARTICIPATION LEVELS NUMBERS AT OR MORE
<u>FALL</u>	<u>HIGH SCHOOL</u> FOOTBALL	3	20
		4	32
		5	45
		6	60
	VOLLEYBALL	2	18
		3	25
	SOCCER	2	20
		3	35

	CROSS COUNTRY	2	14
		3	25
	<u>MIDDLE SCHOOL</u>		
	FOOTBALL	4	25
	VOLLEYBALL	2	12
		3	25
	CROSS COUNTRY	2	15
		3	25
<u>WINTER</u>	<u>HIGH SCHOOL</u>		
	BASKETBALL	2	16
		3	25
	WRESTLING	2	16
		3	25
	<u>MIDDLE SCHOOL</u>		
	BASKETBALL	2	14
		3	25
	WRESTLING	2	16
		3	25
<u>SPRING</u>	<u>HIGH SCHOOL</u>		
	GOLF	2	15
	TENNIS	2	16
		3	35
	TRACK	2	20
		3	35
	SOCCER	2	20
		3	35
	SOFTBALL/BASEBALL	2	18
		3	27
	<u>MIDDLE SCHOOL</u>		
	TRACK	2	20
		3	35

Combined programs (boys & girls) will have a head coach and assistant coach.

The number of participants on the roster must be maintained for a minimum of one week to finalize the hiring of additional coaches in all sports. Athletes must have a completed physical form, ASB and fines paid.

On rare occasions, stipends may be split and/or allocated with staff, administration and superintendent approval.

Section E. Fiscal Emergency

During times the Omak School District is in a fiscal emergency:

1. The coach to participant ratio may be adjusted.
2. Payment for Coaching Clinics may be suspended.

3. The number of programs offered may be adjusted.

Section F. Effective Dates

This Agreement shall be in effect August 1, 2018 through July 31st, 2021.

Section G. Openers

Modifications of this Agreement, matters of common concern, wages, hours, terms and conditions of employment may be subject to negotiation during the term of this Agreement only upon request and by mutual agreement of the parties, except as otherwise provided herein, provided that upon written notice from either Party, the Agreement shall be renegotiated for its second year as follows: automatically open shall be salaries, insurance, and extracurricular stipends: in addition, each party may open up to two additional contract items.

Upon written notice given by the Association to the District not later than April 1, the Parties agree to exchange proposals and commence negotiations on a successor Agreement no later than May 1, provided that, in the event the State Legislature passes law that creates a new program(s) that is not currently covered in this contract and if such program is also subject to local bargaining, negotiations shall be opened on such matters.

EXECUTED THIS _____, of _____, 2018, at Omak, Okanogan County, Washington, by the undersigned officers with the authority of and on behalf of the Parties.

FOR THE DISTRICT:

FOR THE ASSOCIATION:

Board Chairman

Association President

Superintendent
