

APPENDIX B - EXTRA DUTY ASSIGNMENTS

The designation of an activity in this Appendix does not require that it shall be implemented or that if implemented will be filled by a unit member for pay. The District shall retain the right to fill the position with anyone it deems qualified to fill the position, either for pay or on a volunteer basis.

The following shall be the schedule for unit members performing duties as indicated:

Revised 12-18-19

1. Athletics / Coaching

Fall Sport	Varsity	Junior Varsity	Freshmen	Assistant	Middle School
Cross Country (Boys)	5.5%	-	-	-	3%
Cross Country (Girls)	5.5%	-	-	-	3%
Sideline Cheer	4%	3%	3%	-	-
Pom (Fall)	4%	3%	-	-	-
Football	11%	8%	8%	8%	-
Golf (Girls)	6.5%	4%	-	-	-
Soccer (Boys)	9%	7%	7%	-	-
Swim (Girls)	9%	-	-	4.5%	-
Dive (Girls)	2.5%	-	-	-	-
Tennis (Boys)	9%	7%	-	-	-
Volleyball	11%	7%	7%	-	3%

Winter Sport	Varsity	Junior Varsity	Freshmen	Assistant	Middle School
Basketball (Boys)	11%	8%	8%	-	6%
Basketball (Girls)	11%	8%	8%	-	6%
Competitive Cheer	9%	8%	8%	-	3%
Pom (Winter)	4%	3%	-	-	2%
Hockey	11%	7%	-	-	-
Wrestling	11%	8%	-	8%	3%
Gymnastics	7%	-	-	-	-
Skiing	5.5%	-	-	-	-
Swim (Boys)	9%	-	-	4.5%	-
Dive (Boys)	2.5%	-	-	-	-

Spring Sport	Varsity	Junior Varsity	Freshmen	Assistant	Middle School
Baseball	9%	7%	7%	-	-
Golf (Boys)	6.5%	4%	-	-	-
Soccer (Girls)	9%	7%	7%	-	-
Softball	9%	7%	-	-	-
Tennis (Girls)	9%	7%	-	-	-
Track (Boys)	9%	-	-	7%	-
Track (Girls)	9%	-	-	7%	-
Track, Middle School (Co-Ed)	-	-	-	-	6%
Lacrosse (Boys)	9%	7%	-	-	-
Lacrosse (Girls)	9%	7%	-	-	-

- A. Percentages are based upon the number of years of coaching experience in that sport, and to be applied to the base level of the BA lane (first year through five years on BA lane, succeeding years on BA+10 lane). Incoming coaches may be given up to five years of experience credit by the Athletic Director. Additional years experience credit may be granted by the Superintendent or his or her designee. When a coach in one sport is hired to coach another sport for the first time, he or she may be granted up to five years coaching experience credit by the Athletic Director. Additional years experience credit may be granted by the Superintendent or his or her designee.
- B. Payment is to be made in a lump sum at the end of the respective season after inventory is made and equipment stored. Authorization for payment shall be submitted to payroll no later than two weeks after the necessary reports have been filed with the athletic director.
- C. Upon request of the employee, payment shall be made in a manner which will minimize the deduction for income tax purposes, provided it is within the capabilities of the data processing system and legally permissible.
- D. It shall be the responsibility of the athletic director to provide a complete job description for each coach and Association two weeks prior to the opening of that sport season. The job description shall include a list of the rules and regulations for the Hartland Athletic Department, expected duties and responsibilities of the coach and a complete schedule for availability of practice facilities and athletic contests.
- E. Approved summer programs will be compensated at \$150.00 per coach and will be paid at the conclusion of the program. The description for each approved summer program shall be provided to the coach involved and included in the job description for the coach's position if the summer program is mandatory.

2. Athletic-Related Positions

The athletic director will describe and set forth the duties of all athletic-related positions.

Hourly rates will be determined by the athletic director within the athletic department budget. The rates will be reviewed and adjusted periodically with approval of the superintendent.

Athletics and other activities are not subject to tenure, and the District may drop any activity.