

## STAFFING GUIDELINES FOR INTERCOLLEGIATE ATHLETICS

The District offers those sports supported by the California Community College Athletics Association (CCCCAA). Not all sports may be offered, as each college may offer one or more of the qualifying CCCCCAA sports, in compliance with Title IX, contingent upon need, funding, and staffing levels.

Following are guidelines for staffing the intercollegiate athletics programs with specific procedures to implement the staffing agreements.

### I. Staffing Levels

Each sport offered by the college will have only one head coach and may have one or more associate and/or assistant coaches as determined by the college president or designee.

- A. Head Coach: The head coach is a faculty member employed by the District.
- B. Associate Coach: The associate coach is a faculty member employed by the District.
- C. Assistant Coach: The assistant coach is a non-faculty, professional expert position.

### II. Head Coaches and Associate Coaches

- A. Salary Schedule B-8: Intercollegiate Athletics Seasonal Contract Salary Schedule for Temporary (Part-Time) Day Faculty - Head Coaches and Associate Coaches
- B. Employment Procedure
  1. *Personnel Requisition*: Process academic position personnel requisition for each season following regular requirements for temporary (part-time) faculty.
  2. *Payroll Title*: Indicate sport and whether head coach or associate coach.
  3. *Salary*: Indicate total amount of contract.
  4. *Salary GL#*: Intercollegiate day teaching account.
  5. *Contract*: The contract amount will be based on the Intercollegiate Athletics Seasonal Contract Salary Schedule (B-8) approved for the appropriate fiscal year. An agreement will be prepared following Governing Board approval for signature by the faculty member.
- C. Limitation of Employment

Employment is limited to one sport in a semester with no overlap of seasons.
- D. Employment Period by Sport

Each sport in season is for the duration of one semester.
- E. Number of Payments

Approximately equal monthly installments on faculty variable payroll.

- F. Payment Basis  
Upon submission of "Intercollegiate Athletics Seasonal Contract Payment Authorization" to be provided when contract is approved by the Governing Board.
- G. Student Contact Hours  
Each sport has a total of 350 hours, split as follows:
- 175 contact hours during the season; and
  - 175 contact hours during the non-traditional season and/or other activities, i.e., recruiting, community service, scouting, etc.
- H. Employee File  
Process an employee file as temporary (part-time) faculty member with appropriate class and step.

**III. Assistant Coaches**

- A. Salary Schedule C-8: Professional Expert/Recreation Program Positions, Athletic Program category.
- B. Payment Basis  
Upon submission of an Assistant Coach Employment Agreement (Exhibit A) and Personnel Requisition form indicating length of service and payment rate.
- C. Limitation of Employment Period  
Paid employment is limited to one sport in a semester with no overlap of seasons.
1. *Employed as an Assistant Coach:* The total hours of positions held cannot exceed 1,559 hours in a given calendar year, except with the express pre-approval of the Chief Human Resources Officer.
  2. *Employed as Assistant Coach and in a District position with District-paid health benefits:* The Assistant Coach is exempt from the "1,559 hours in a given calendar year" work restriction.
- D. Employment Period by Sport  
Each sport in season is for the duration of one semester.

Assistant Coach Employment Agreement

This Agreement is entered into between the Contra Costa Community College District ("District") and \_\_\_\_\_ ("Assistant Coach"), effective \_\_\_\_\_ (current date).

- 1. District is in need of the services from \_\_\_\_\_ (name) as Assistant Coach for \_\_\_\_\_ [name of sport].
2. In exchange for payment as set forth below, the Assistant Coach agrees to provide services from \_\_\_\_\_ through \_\_\_\_\_ (specify dates).
3. The Assistant Coach shall provide assistant coaching services for the District between the hours of \_\_\_:00 \_m. and \_\_\_:00 \_m., and days \_\_\_\_\_ to \_\_\_\_\_.
4. The Assistant Coach will perform such duties as are customarily performed by other persons in similar positions.
5. The Assistant Coach is classified as a part-time hourly employee.
6. The parties (District and Assistant Coach) hereto agree that this Agreement comprises the entire agreement of the parties.
7. This Agreement may be executed simultaneously or in counterparts, each of which shall be deemed to be an original.
8. This Agreement shall be governed and interpreted according to the laws of the State of California.
9. Employment conditioned upon verification of TB test, fingerprinting/conviction clearance and proof of identity and eligibility to work in the United States.

College
By: \_\_\_\_\_
Name/Title (PRINT)

Assistant Coach
By: \_\_\_\_\_
Name/Title (PRINT)

Signature Date

Signature Date