

## **SUPPLEMENTAL SERVICE CONTRACTS - HIRING PROCEDURES**

Examples: Coaching, Summer School, Band, Etc.

There are two general types of Supplemental Service contracts in the Cutler-Orosi Joint Unified School District.

Type 1 consists of special contracts for athletic coaching regardless if it is done by certificated or classified staff.

Type 2 consists of a short supplemental contract form and is used for all other types of paid supplemental services other than coaching. This type of contract consists of two (2) classes:

Class 1 supplemental services which have a set stipend as per a negotiated contract.

Class 2 supplemental services which the District pays an hourly rate for the services rendered.

**Only those positions on the approved Stipend Allocation Schedule and/or the Extra Duty Assignment Pay Schedule (found on the website under personnel, salary schedules and contracts) will be approved.** School site ASB organizations may approve and pay for short term assignments such as referees and score keepers.

Supplemental Service Contracts are effective by fiscal year. They are not to begin earlier than July 1 and end no later than June 30.

A contract must be completed for every employee performing a Supplemental Service. Please retain a copy for your records, as original contracts will not be returned to the site/department. Submit completed contracts to the Personnel Department for approval. At the end of the period of service, the responsible administrator/supervisor must submit a pay authorization form to payroll certifying that the contractual obligations have been met in order for the person to be paid.

### **Requirements**

All holders of supplemental contracts must be certificated employees of the District and/or fingerprint cleared by DOJ and FBI as well as TB cleared with a signed contract PRIOR to starting work.

### **Classified Staff**

Education Code 45103 describes a short-term employee as any person who is employed to perform a service for the District, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis.

Any employee in the bargaining unit who is required to work an average of thirty (30) minutes or more per day in excess of his or her regular time assignment for a period of twenty (20) consecutive days will have their benefits and possibly regular assignment adjusted upwards to reflect the longer hours. A part-time employee who increases to a total of 20 hours per week may also be entitled to fringe benefits. For this reason, Personnel should be contacted prior to issuing a classified supplemental contract. This does not apply to temporary athletic team coaches.

Classified employees who work more than eight hours per day/40 hours per week are entitled to overtime and should be paid time and a half at their normal rate of pay. For this reason, employees who work 40-hours cannot be offered a supplemental service contract. Contact the Personnel Department for more information. This does not apply to temporary athletic team coaches.

### **Procedures:**

1. All openings must be cleared with the Personnel Department and have the Employee Request Form completed. **The Personnel Department will post only those positions authorized on the approved Stipend Allocation Schedule and/or the Extra Duty Assignment Pay Schedule.** All openings will be posted "in-house" first. Postings outside of the district will take place only if there are an insufficient number of qualified applicants from within the district. Qualified certificated employees have preference for all coaching positions.
2. Paper screening will be handled by the Principal/Supervisor in charge of the program. If more applicants for the position apply than there are openings, the Principal/Supervisor will hold interviews. If an equal number of qualified applicants apply for an equal number of positions, the Principal/Supervisor is not required to hold interviews, if all applicants meet the needs of the positions.
3. Selection is made by the Principal/Supervisor.
4. Reference checks must be conducted on all individuals who are not currently employees.
5. Notification of selection/non-selection will be handled by the Personnel Department.
6. **Prior to the start of any Supplemental Services Contract, the contract applicant must complete all employment requirements for the Personnel and Payroll Departments. This includes fingerprinting clearance and TB test clearance.**