

## ASSISTANT COACH PAF & EMPLOYMENT AGREEMENT

San Mateo County Community College District enters the below agreement with the employee named below for the designated sport. The employee will report to the Head Coach of that sport and is ultimately accountable to the Dean of Kinesiology, Athletics, and Dance division for the college. At the conclusion of this assignment, the Assistant Coach agrees to return all college property, including keys to the division of Kinesiology, Athletics, and Dance.

Cañada College

Chancellor’s Office

College of San Mateo

Skyline College

Position #                      G#                                      Last Name                      First Name                      MI

Fiscal Year                      Board Approval                      Start Date                      End Date

Season                                      Athletic Sport

Labor Distribution

FUND	ORG	ACCOUNT	PROGRAM	PERCENT

Total Season Compensation:

IAII Hourly Rate (*Default*):

Average Hours for Season:

(HR Internal Use)

Employee Name                      Signature                      Date

Dean/Administrator Name                      Signature                      Date

College Business Officer Name                      Signature                      Date

## **ASSISTANT COACH PAF/AGREEMENT INSTRUCTIONS, REGULATIONS, AND POLICIES**

### *INSTRUCTIONS:*

Complete the above PAF/ Coaches Agreement to ensure payment to employee. Assistant Coaches receive payment once a month at the end of the month. To ensure timely payment, follow the Payroll Deadlines.

To access the Calendar go to our Payroll Downloads Page. Follow the below steps for this type of employment:

1. **PRF:** Department needs to submit a Personnel Requisition Form to have the position Board Approved. Pursuant to AB500, effective January 1, 2003, board approval of any requested classified short-term temporary services is required prior to employment.
2. **New Hire Packet:** All new employees must complete a New Hire Welcome Packet. If the person has already worked for the district in the past, only complete the PAF. Employee can update their personal information in Websmart.
3. **PAF:** Complete a PAF for a New Hire, Re-employment, Salary Change, Labor Distribution Change, Approver/FYI change and Termination.
  - *Dates:* Under effective date, enter the date you want the employment and or change to reflect.
  - *Position Number:* Consists of six characters, i.e. 2M2416.
    - First character of the position indicates campus location.
      1. Chancellor's Office
      2. Skyline
      3. Cañada
      4. CSM
    - Second character is "M" indicative of Miscellaneous Employee.
    - Last characters indicate the department's organization number.
  - *Total Compensation:* This amount must not exceed \$20,000 per Semester Season. The default hourly rate for Assistant Coaches is \$29.06, Salary Schedule 60, Grade 22, Step 3.
  - *Average Hours:* The department is responsible for complying with various hours requirement listed under regulations and policies. Provide average hours worked to match the hourly rate and compensation.
  - *Labor Distribution:* The position Org and Labor Distribution Org must match. If there is a change in Org then the position# also changes. Check this box for any other distribution change.
4. **Submit Packet:** Once the New Hire Welcome Packet and or PAF are complete, submit to Campus Business Office for approval. The CBO will forward all documents to Human Resources for processing.

### *REGULATIONS AND POLICIES:*

- \* **DAYS LIMIT:** The maximum number of days a Short-Term, Non-Continuing , and Classified Sustitutes is 184 days per Fiscal Year.
- \* **HOURS LIMIT CALPERS:** Reaching 1,000 worked hours per fiscal year requires CALPERS membership. Employee & Employer contributions apply.
- \* **HOURS LIMIT ACA:** Affordable Care Act requires employer to offer benefits to employees who work 130 hours or more per month.
- \* **SICK LEAVE:** Employee earns 1 hours of sick leave for every 30 hours worked with a maximum accrual of 24 hours. Employees must be employed 30 days and pass the 90-day period.
- \* The hiring department is responsible for tracking the days and hours limitations.