



HOPKINS PUBLIC SCHOOLS

ACTIVITIES/ATHLETICS EMPLOYMENT HANDBOOK

Effective Dates: July 1, 2019 through June 30, 2021

TABLE OF CONTENTS

	PAGE
I. INTRODUCTORY STATEMENT	1
II. WORK SCHEDULE	1
III. COMPENSATION	1
IV. NON DISCRIMINATION	1
V. APPLICATION/POSTING PROCEDURES	2
VI. DISCIPLINARY ACTION/DISCHARGE	2
VII. RESIGNATIONS/REDUCTION IN FORCE	3
VIII. EMPLOYMENT AT-WILL	3
IX. PAYMENT INFORMATION/SCHEDULE	3
X. MISCELLANEOUS	4

APPENDIX A – ACTIVITIES/ATHLETICS SALARY SCHEDULES

Section 1: ATHLETICS	5
Section 2: ACTIVITIES	6
Section 3: THEATER/DRAMA	6

2019-2021

Terms and Conditions for Activities/Athletics Assignments:

I. INTRODUCTORY STATEMENT

The Hopkins School District believes one of its most important assets is its Employees. This Activities/Athletics Employee Handbook has been established to provide policy information to Activities/Athletics Department Employees. It is important that all Activities/Athletics Department Employees be familiar with the policies in this handbook.

It is the District's goal to see that each Employee is treated fairly, equally and respectfully. Employees should feel free to discuss the contents of the Employee Handbook with their supervisor or the Director of Activities/Athletics.

II. WORK SCHEDULE

A. Hours of Work:

1. The scheduled beginning and ending hours of work shall be established by the Director of Student Activities or designee.
2. Nothing in this Handbook shall be construed as and is not intended to be a guarantee of any hours of work per normal workday or workweek.

III. COMPENSATION

A. Basis of Compensation:

Compensation or salary range for each position shall be based on an Employee's job classification or rating as established through the District's wage administration process.

B. Salary Proration:

The salary levels for each assignment as established in Appendix A of this Handbook are based on the completion of a full season and/or activity period as established by the Director of Student Activities or designee. In the event that an employee is not scheduled to provide service for an entire season and/or activity period, or the duties of the assignment are shared between multiple staff members, the salary may be prorated accordingly at the discretion of the Director of Student Activities or designee.

IV. NONDISCRIMINATION

- A. The provisions of this Handbook shall be applied to all Activities/Athletics Department Employees in accordance with School District Code 401: Equal Employment Opportunity.

1. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all Hopkins School District employees and applicants for employment.

2. GENERAL STATEMENT OF POLICY

I. It is the School District's policy to provide equal employment opportunity for all employees and applicants for employment. The District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status. The District also makes reasonable accommodations for disabled employees.

II. The School District prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute illegal harassment and the District's internal procedures for addressing complaints of harassment, please refer to the District's policy on harassment and violence (see Policy 413).

III. This policy applies to all areas of employment including recruitment, selection, assignment, compensation, benefits, promotions, transfers, disciplinary actions, layoffs, terminations, facilities, and privileges of employment.

IV. The District will commit time and resources in a good faith effort to achieve the goals of equal opportunity. Those efforts may include expanded outreach, recruitment, mentoring, training, management development and other programs designed to help employers hire, retain, and advance qualified, diverse individuals. The District is committed to seek out, address, and remedy the effects of discrimination that may present barriers to the full employment of persons in protected groups.

V. It is the responsibility of every School District employee to follow this policy

**The full policy can be found at: <http://www.hopkinsschools.org/about-us/policies/personnel/equal-employment-opportunity>*

B. The provisions of this Handbook shall be applied to all Activities/Athletics Department Employees in accordance with School District Code 102: Equal Education Opportunity.

1.. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the School District.

2. GENERAL STATEMENT OF POLICY

I. It is the School District's policy to provide equal educational opportunity for all students. The School District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, gender identity/expression, sexual orientation or age. The School District also makes reasonable accommodations for disabled students.

II. The School District prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the School District's policy on harassment and violence and the School District's procedures for addressing such complaints, refer to the School District's policy on harassment and violence.

III. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.

IV. It is the responsibility of every School District employee to comply with this policy conscientiously.

V. Any student, parent or guardian having any questions regarding this policy should discuss it with the appropriate School District official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

**The full policy can be found at: <http://www.hopkinsschools.org/about-us/policies-procedures/foundations-and-basic-commitments/equal-education-opportunity>*

C. Employees covered by this Handbook shall conduct their professional duties and responsibilities in a non-discriminatory manner as it affects students, other Employees and the Employer, and the General Public. Employees are directed to comply with all applicable School District Policies as well as federal, state, and local laws and regulations.

V. APPLICATION/POSTING PROCEDURES

A. It is the duty of the Employee to review the available job openings on the School District's Career Opportunities Webpage: <https://www.applitrack.com/hopkins/onlineapp/default.aspx>

B. All applicants will be evaluated based on stated qualifications, abilities, and previous work performance. No applicant will be considered who does not meet the minimum qualifications of an opening.

C. Final selection of an applicant will be made by the Director of Student Activities or designee(s).

VI. DISCIPLINARY ACTION/DISCHARGE

- A. Employees are directed to comply with all supervisory expectations/directives, applicable School District Policies and federal, state, and local laws and regulations. Violations may lead to disciplinary action up to and including termination of employment.
- B. Discipline may include any of the following actions based on the severity of the concern:
 - Oral reprimand
 - Written reprimand
 - Suspension
 - Demotion
 - Discharge
- B. The Employer retains the discretion to take disciplinary action as appropriate, including termination without notice.

VII. RESIGNATIONS/REDUCTION IN FORCE

- A. Resignations:
The notice period given by the Employee to the Employer for resigning is fourteen (14) calendar days.
- B. Layoff:
In the event of overstaffing, lack of funds, or for any other operating needs of the School District. Employees may be temporarily or permanently laid off at the discretion of the Director of Student Activities.

VIII. EMPLOYMENT AT-WILL

- A. “At-Will Employment”: Staff members in assignments covered by this Handbook will be employed on an at-will basis. Because the positions covered by this Handbook are at-will, the District may discipline or discharge an employee with or without cause, and the District may unilaterally edit or terminate this Handbook as it sees fit. Employees in assignments covered by this Handbook may resign from the District at any time and for any reason.
- B. Duration: This Agreement establishes the terms and conditions of employment that will apply to Activities/Athletics assignments until June 30th, 2017, provided that neither an employee or the School District exercises its right to terminate the employment relationship before that date. The terms and conditions of employment as established in this Handbook will immediately terminate if either party exercises its right to terminate the employment relationship. This Handbook will not automatically renew. Management reserves the right to continue present terms and conditions of employment until the new terms and conditions are established after June 30th, 2021.
- C. Entire Agreement: This Handbook constitutes the entire agreement between the Activities/Athletics employees and the School District. No party has relied upon any statements or promises that are not set forth in this Handbook. Any handbooks or policies adopted by the District do not create an express or implied contract.

IX. PAYMENT INFORMATION/SCHEDULE

- A. Payments of salaries/stipends as outlined in APPENDIX A are provided at the completion of the sports season/activity period and will generally occur on the following dates:

Fall Sports/Activities: November 15th
 Winter Sports/Activities: March 15th
 Spring Sports/Activities: June 15th

- B. Exceptions may be made to the number and dates of payments at the discretion of the Director of Student Activities.

X. MISCELLANEOUS

A. Mileage Reimbursement:

Mileage reimbursement shall be paid for authorized use of personal cars in connection with School District business in an amount as determined by School District policy.

B. Use of District Owned Vehicle (DOV):

Use of District Owned Vehicles (DOV) may be authorized by contacting the School District's Transportation Department and filling out a "Driver Registration and Authorization" form. Employees must authorize the procurement of motor vehicle records from the State of Minnesota Department of Motor Vehicles (DMV). Employees will also be obligated to report any new vehicular moving violations to the Supervisor of Transportation within 24 hours (or the next business day) of the incident or court action.

APPENDIX A: Activities/Athletics Salary Schedules

SECTION 1: Athletics

<u>2019-2020</u> <u>(1-3 years)</u>	<u>2019-2020</u> <u>(4+ years)</u>	<u>2020-2021</u> <u>(1-3 years)</u>	<u>2020-2021</u> <u>(4+ years)</u>
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Senior High Head Coaches

Basketball, Hockey, Football	\$7,341	\$8,264	\$7,488	\$8,429
Wrestling, Swimming, Track & Field, Baseball, Softball, Gymnastics, Soccer, Volleyball, Dance, Trap Shooting	\$5,841	\$6,734	\$5,957	\$6,869
Cross-Country, Alpine Skiing, Nordic Skiing, Tennis, Golf, Synchronized Swimming, Lacrosse	\$5,110	\$5,316	\$5,212	\$5,423
Cheerleading	\$2,504	\$2,607	\$2,554	\$2,659

Senior High Assistant Coaches

Basketball, Hockey, Football	\$4,420	\$4,834	\$4,508	\$4,930
Wrestling, Swimming, Track & Field, Baseball, Softball, Gymnastics, Dance, Soccer, Volleyball, Trap Shooting	\$3,801	\$4,220	\$3,877	\$4,304
Cross-Country, Alpine Skiing, Nordic Skiing, Tennis, Golf, Synchronized Swimming, Lacrosse	\$3,047	\$3,448	\$3,108	\$3,517
Tennis B-Team	\$2,438	\$2,758	\$2,487	\$2,813

Junior High Coaches

All Sports	\$2,183	\$2,501	\$2,226	\$2,551
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Other Assignments

JH Athletic Coordinator	\$4,658	\$5,061	\$4,752	\$5,162
Senior High/Junior High Equipment Manager	\$1,950	\$1,950	\$1,989	\$1,989
Adapted Bowling – Head Coach	\$1,359	\$1,359	\$1,386	\$1,386
Adapted Bowling – Assistant Coach	\$669	\$669	\$683	\$683
Intra-School or Inter-School Contest Supervision	\$24.38/hr	\$24.38/hr	\$24.87/hr	\$24.87/hr

SECTION 2: Activities

	<u>2019-2020</u>	<u>2020-2021</u>
<u>Activities</u>		
Senior High Debate – Head Coach	\$6,242	\$6,367
Senior High Debate – Assistant Coach	\$4,094	\$4,176
DECA Advisor	\$3,864	\$3,941
Deeply Royals Coach	\$662	\$675
Envirothon Advisor	\$388	\$395
Intramural Supervisor	\$1,104	\$1,126
Pro Start Advisor	\$3,312	\$3,378
Quiz Bowl - HHS	\$2,752	\$2,807
Strength and Conditioning Coach	\$27.25/hr	\$27.80/hr
Athletics Video	\$1,214	\$1,238
International Club	\$3,068	\$3,130
Comedy Team	\$1,139	\$1,162

SECTION 3: Theater/Drama

	<u>2019-2020</u>	<u>2020-2021</u>
<u>Musical</u>		
Director	\$5,698	\$5,812
Technical Director	\$3,720	\$3,794
Instrumental Director	\$2,280	\$2,325
Vocal Director	\$2,280	\$2,325
<u>3-Act Play</u>		
Director	\$3,720	\$3,794
Technical Director	\$2,791	\$2,847
<u>1-Act Play</u>		
Director	\$1,977	\$2,016
Technical Director	\$1,394	\$1,422
<u>Junior High</u>		
Junior High Drama Coach	\$36.72/hr	\$37.45/hr