

SAN DIEGO CITY SCHOOLS
Athletics Office

Instructions
Extended-Day Assignment Requests, 2007-2008

A. Extended Day Forms

Use the enclosed form to provide names of employees who qualify for extended-day pay as described in procedures 7232 and 7233.

B. Directions for Completion of Extended Day Forms

1. Complete columns 3 and 4 on pages 1 through 4. If any approved sport or non-sport (Section I and II) is not being conducted at your site, in column 3 type *assignment not required*.
2. If an assignment will be used but the employee has not been identified, indicate *TBA* in column 3. **Each employee's name must be submitted to the Athletics Office at least two weeks before commencement of assignment.**
3. If the employee is a walk-on, please put a check mark in column 4.
4. Submit completed Extended-Day Assignment Request forms to Bruce Ward, Director for Health / Physical Education and Interscholastic Athletics, Education Center, Room 1008A, by September 30, 2007.

C. Full-Time Certificated Teachers

An employee who is a 100 percent full-time certificated teacher assigned to your staff, or the staff of another district site, does **need** to complete a **Conditions of Employment form**. (Samples enclosed.) The Conditions of Employment form must be kept by the school site administration.

D. Walk-On Employees /Not Full-Time Certificated Teachers

1. An employee who is not a 100 percent full-time certificated teacher assigned to your staff, or the staff of another district site, is considered a *walk-on*. Walk-ons, employed to fill extended-day coaching assignments, will be issued limited contracts called *Notice of Offer of Temporary Employment* (see attached). Completion of a **New Hire /Rehire PAR (Personnel Action Request), Conditions of Employment, and Notice of Offer of Temporary Employment form is required for each walk-on coach.**

All **new** hire walk-on employees must be processed by Human Resource Services (Room 1241) before they can work, and be paid for their services. Currently processing times are Monday, Wednesday, Friday from 8:30 AM – 10:00 AM, and 1:00 PM – 2:00 PM on Thursdays. The new hire may take a copy of the PAR with the original Notice of Offer of Employment to Human Resources for processing. At that time, additional processing forms must be completed. A prospective employee must show proof of a completed TB test, picture identification, social security card, valid CPR certification and must be fingerprinted. **Note:** Full-time classified employee and full-time certificated teachers no additional processing is necessary.

2. **Returning walk-on coach/ less than 6 month break in service:** Completion of a New Hire /Rehire **PAR (Personnel Action Request), Conditions of Employment, and Notice of Offer of Temporary Employment form is required for each walk-on coach.** A copy of the PAR and the **original** Notice of Offer of temporary assignment form needs to be forwarded to Human Resource Services, Annex 9. You can also note PAR # on Notice of Offer of Temporary Employment and forward it to H.R.. No additional processing will be necessary.

3. Send all completed Extended-Day Assignment Request forms, together with **copies** of the PARs (Personnel Action Request) and **copies** of Notice of Offer of Temporary Employment contracts, to Bruce Ward Director for Health / Physical Education and Athletics. Sites are required to keep the Conditions of Employment forms on file for each employee listed on the sites' Extended-Day Assignment Request forms.

E. **Full-time Classified Employee**
Complete an Add concurrent PAR assignment.

F. **Payment**
All extended-day pay assignments will be paid at school site via a C-3 payroll card through Time and Labor. (Do *not* send C-3 cards to Payroll.)

Note: If the required paperwork is not submitted (Copy of PAR, Notice of Offer of Temporary employment) and if prospective employees are not processed by Human Resource Services, fingerprinting, TB test, etc.), the prospective employees may not be hired or paid.

BH:rc