



SALARY DETERMINATION FOR EXTRA-CURRICULAR ACTIVITIES (HUM-P036)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for determining salary for extra-curricular activities.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Chief Human Resources Officer
- 2.2 Human Resources Coordinator
- 2.3 School Support Coordinator

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Human Resources Officer
- 3.2 Human Resources Coordinator

4.0 DEFINITIONS:

- 4.1 None

5.0 PROCEDURE:

- 5.1 The salary for extra-curricular activities will be based upon the pay level of the position and documentation of approved experience at the time of employment. The employee is responsible for obtaining the required experience documentation.
- 5.2 General Provisions
Entry level pay for extra-curricular activities will be based upon the lowest experience pay for the position as indicated on the approved current pay scale unless additional experience is approved by the School Support Coordinator. Employees must provide Extra-Curricular Activities Experience Verification forms (HUM-F088) completed by their previous school(s)/ district(s) before consideration is given for additional experience pay.
- 5.3 Specific Provisions for New Extra-Curricular Assignments
 - 5.3.1 Completed Extra-Curricular Activities Experience Verification forms (HUM-F088) must be submitted within 30 days from date of hire for consideration during the current school year.
 - 5.3.2 Qualifying experience must be in the same position or higher level or Head Middle School level accepting position as Assistant High School level of same activity as the new assignment. Example: New Assistant Football Coach could get credit for previous Assistant Football Coach or Head Football Coach Experience and Assistant High School Football could get credit for Head Middle School coaching experience. Assistant High School level coach accepting position as Head Coach Middle School could get credit for previous Assistant coaching experience. Example: New Head Middle School Volleyball coach could get experience for time served as High School Assistant Volleyball coach.



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5.3.3 Qualifying experience must have been in a paid supplemental position with a private or public school, college, or university. Contracted or volunteer work is not acceptable.

5.3.4 Salary credit for experience cannot be retroactive to a previous fiscal year.

5.3.5 Years of experience will be granted when moving from a higher level position to a lower level position or a Middle School Head level to a High School Assistant level as identified on the salary schedule. Example; Head Basketball coach at high school level I accepts position at Middle School Basketball coach Level IV would maintain experience pay and Head Basketball coach at middle school level IV accepts position at High School Level II (Assistant Coach) would also maintain experience pay. Years of experience will not be granted when moving from lower level to higher level unless moving from Middle School Head level to High School Assistant level in the same activity. Example: Middle School Head Basketball coach moving to Head High School Basketball coach would not maintain experience pay. Middle School Head Basketball coach would maintain experience when moving into an Assistant High School Basketball position.

5.4 Specific Provisions for Current Extra-Curricular Assignments

5.4.1 Completed Extra-Curricular Activities Experience Verification forms (HUM-F088) must be submitted within 30 days from the start of the supplemental position for requesting additional experience credit.

5.4.2 Qualifying experience must be in the same position or higher level or Head Middle School moving to Assistant High School of same activity as the new assignment. Example: New Assistant Football Coach could get credit for previous Assistant Football Coach or Head Football Coach Experience. - and new Assistant High School Football Coach could get credit for previous Head Football Middle School Experience.

5.4.3 Qualifying experience must have been in a paid position with a private or public school, college or university. Volunteer work is not acceptable.

5.4.4 Salary credit for experience cannot be retroactive to a previous fiscal year.

5.4.5 Years of experience will be granted when moving from a higher level position to a lower level position or Head Middle School level to Assistant High School level (same activity) as identified on the salary schedule. Example; Head Basketball coach at high school level I accepts position at Middle School Basketball coach Level IV would maintain experience pay and Head Middle School coach at middle school level IV accepts position at high school level II. Years of experience will not be granted when moving from lower level to higher level unless moving from Head Middle School level IV to Assistant High School level II. Example: Middle School Basketball coach (level IV) moving to Head High School Basketball coach (Level 1) would not maintain experience pay. Middle School Basketball coach (level IV) would maintain experience pay if moving to Assistant High School Basketball (level II).



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6.0 ASSOCIATED DOCUMENTS:

- 6.1 Extra-Curricular Activities Experience Verification Form (HUM-F088)
- 6.2 Extra-Curricular Activities Rates of Pay

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Completed HUM-F088	Filing Cabinet			Secure building

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
6/15/16		Initial Release
4/18/17	A	Updated 2.0, responsibility and 3.0, approval authority.
8/6/21	B	Updated throughout to add specific stipulations for Middle School Coaches moving into High School positions.
5/20/22	C	Added experience requirements for some positions.
1/4/24	D	Added the word "supplemental" and "Contracted" to 5.3.3.

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