	LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE	HR R-400
		ATHLETIC DIRECTORS AND COACHES
ISSUE DATE: September 22, 2016	SERVICE: <input checked="" type="checkbox"/> ACADEMIC <input type="checkbox"/> CLASSIFIED <input checked="" type="checkbox"/> UNCLASSIFIED	
REPLACES: Replaces HR Guide R-400 dated May 12, 2009.	CHANGES: Updated Table R-400D to Reflect New Stipend amounts. Updated Table R-400G to reflect all Department Chairs under the same chair code 0798	

I. POLICY

It is the policy of the District to develop hiring procedures that expedite the selection and processing of athletic personnel who are expert in the application of sports tactics, strategies, and activities associated with designated sports that comprise each college's intercollegiate sports program.

II. DEFINITIONS

- **Assistant Athletic Coach** is an individual who assists the Head Coach with the application of sports tactics and strategies associated with an intercollegiate sport.
- **Athletic Director** is an Academic Service position that oversees the work of coaches and related staff involved in intercollegiate athletic programs.
- **Head Athletic Coach** is the athletic coach responsible for the overall actions of the players of the team he/she is associated with. The Head Coach is always the instructor of record of the credit class associated with the sport.
- **Walk-On Athletic Coach** is a part-time coaching assignment processed in either Academic or Unclassified Service.
- **Stipend** is a fixed dollar payment for services.

III. REQUIREMENTS

- A. **FTE Limits:** For purposes of calculating maximum FTE limits, the athletic coaching stipend is converted to FTE. Limit calculations are slightly different for regular faculty, adjunct faculty, and the unclassified variations of coaches as follows:
1. **Regular Faculty:** When an athletic coaching assignment is paid as a stipend attached to a regular faculty member's assignment (Job Code 07xx), the FTE counts toward the total limitation of 1.85 FTE for that faculty member.
 2. **Adjunct Faculty:** When an athletic coaching assignment is paid as a stipend attached to an adjunct faculty member's assignment (Job Code 0811), the FTE counts toward the .60 FTE limitation for that faculty member's 08xx assignments.
 3. **Unclassified Walk-On Athletic Coach:** When an athletic coaching assignment is paid as a stipend attached to an unclassified walk-on assistant walk-on athletic coach assignment (Job

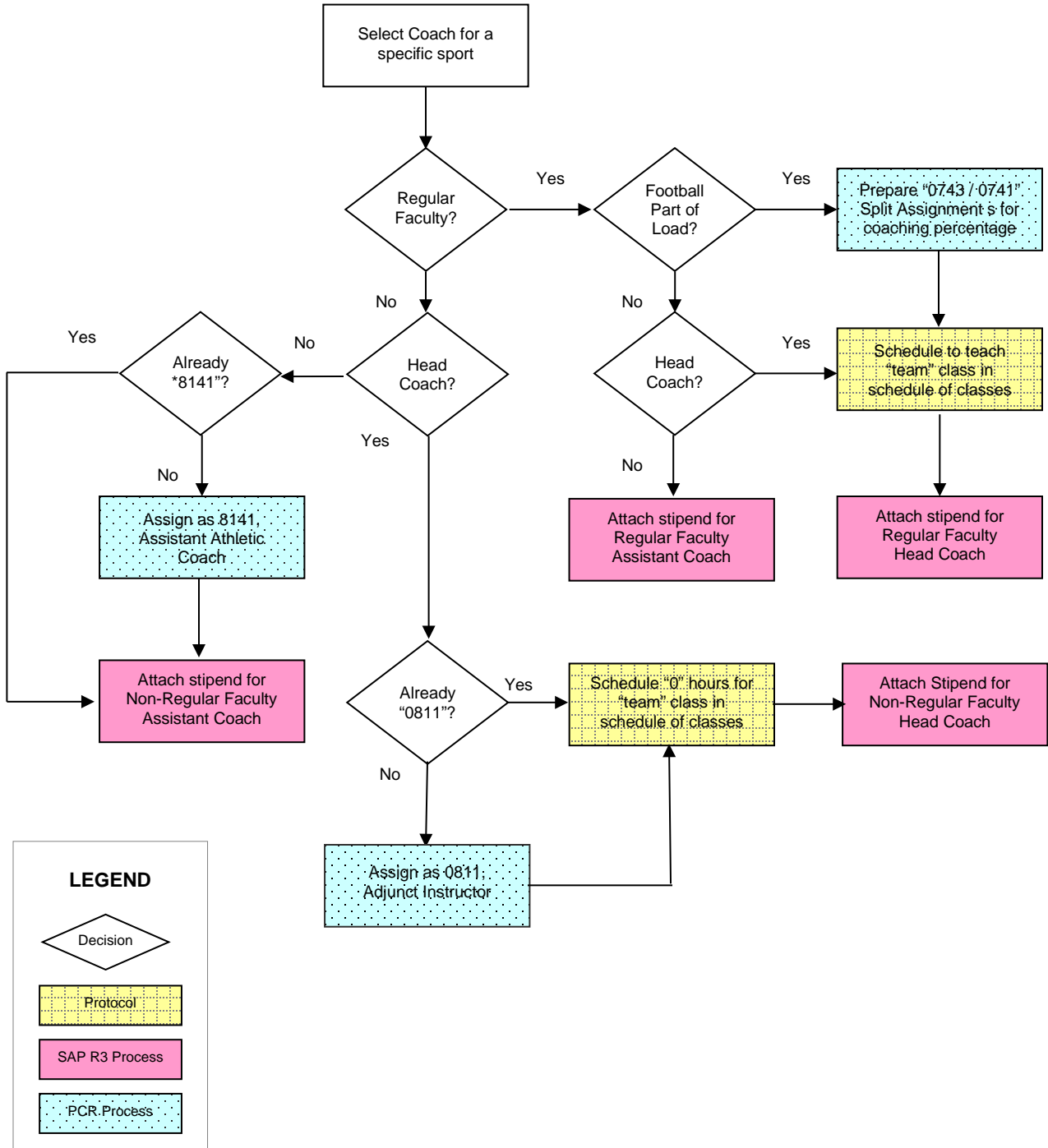
Code 8141), the FTE counts toward the .87 FTE limitation for the employee’s unclassified assignments.

Table R-400A, Athletic Assignment FTE Limitations, below, identifies when FTE limitations are counted for regular and non-regular faculty.

TABLE R-400A ATHLETIC COACH FTE LIMITATIONS			
ASSIGNMENT	FTE LIMIT	REGULAR FACULTY	NON-REGULAR FACULTY
Adjunct	.60	No	Yes
Total	1.85	Yes	Yes

- B. Athletic coaching assignments may not conflict with or be scheduled at the same time as a faculty member’s other assignments, i.e., physical education, health class, athletic director, etc.
- C. The number of Head Athletic Coaches and Assistant Athletic Coaches to be assigned to each sport are to be made as specified in [AFT Faculty Contract Article 14, Section E., Athletic Coaching](#).
- D. Coaching assignments may include days prior to the school year as well as days within the school year.
- E. **Head Football Coach other than Athletic Directors:** Regular faculty (tenured and probationary) who accept a head football athletic coach assignment are assigned to Job Code 0743 Instructor, Coach if the coaching assignment is part of their regular load.
 - 1. The FTE for each assignment in that case is adjusted so that the 500 level class scheduled for the intercollegiate sport counts as FTE toward the faculty member’s instructional load for only one semester per academic year for each sport as defined in Table R-400B, Athletic Coach FTE Equivalents.
 - 2. If the adjustment causes the instructor’s total load to exceed 1.00 FTE for the semester, the amount above 1.00 FTE is handled in one of the following ways:
 - a. Underloaded to the following semester
 - b. Paid at the faculty member’s adjunct rate
 - c. Loadbanked
 - 3. Athletic coach payments are then received as a stipend attached to the 0743 Instructor, Coach portion of the assignment. See Section K, Athletic Coaching Stipends, below, for details.
- F. **Authorization and Approval Process**
 - 1. Athletic coaching assignments involve two (2) LACCD business processes: the schedule of classes and personnel processing. Coordination of the two processes and use of Protocol, Personnel Change Request (PCR) and SAP software are required. Figure R-400A, Athletic Coach Assignment Action Workflow, below, illustrates the overall process.

**FIGURE R-400A
ATHLETIC COACH ASSIGNMENT ACTION WORKFLOW**



G. Selection Procedure

1. **Head Athletic Coaches** must meet minimum qualifications to be an instructor in physical education and be listed in the schedule of classes as the instructor of record. An Academic Service selection process appropriate for part-time assignments must be followed. See HR Guide R-130, Faculty, Adjunct, for details.
2. **Assistant Athletic Coaches** may be in either Academic or Unclassified Service. Determination of the appropriate Job Code to use is based on available expertise. A regular faculty member assigned as an assistant coach is assigned in Academic Service. A “walk-on” assistant coach is assigned in the Unclassified Service. See HR Guide R-130, Faculty, Adjunct or [R-300, Unclassified Employees](#) for details.

H. Appointment Procedure

1. All athletic coaching and director positions are temporary assignments offered and/or terminated by the Athletic Director subject to approval of the College President or his/her designee and may be terminated at any time by the College President or his/her designee. The reason(s) for termination shall be stated in writing.
2. All athletic assignments are to be first offered to regular faculty as specified in AFT Faculty Agreement Article 14, Assignments, Additional and Coaching, Section E. Athletic Coaching. If a regular faculty member with expertise in a specific sport is not available, an appropriate search and selection procedure is to be undertaken.
3. All candidates considered eligible for appointment:
 - a. Must meet the job qualifications developed by the District for each Job Classification and Employee Service.
 - b. Shall be appointed by an appropriate selection procedure developed by each college.
- I. **Assignment Procedure:** The personnel assignment may be initiated as soon as the College President or his/her designee has been notified by Human Resources, District Office that the candidate meets the stated qualifications. See [HR Guide P-100, Assign Employee](#), for details.
- J. **Head Coach Plan Options:** Regular (permanent) and contract (probationary) faculty members assigned to Athletic Coaching as head coaches may choose assignment options as specified in Article 14, Assignments, Additional and Coaching, Section E of the [AFT Faculty Contract](#).

**TABLE R-400B
ATHLETIC COACH FTE EQUIVALENTS**

ATHLETIC POSITION	ASSIGNMENT		INSTRUCTOR LOAD				ADDITIONAL REQUIREMENTS
	JOB CODE	TITLE	STANDARD HOURS	LOAD	FTE ¹		
					FRACTION	PERCENT	
• REGULAR FACULTY							
Assistant Coach ²	0741	Instructor	5	18	5/18	.28	
Head Coach ²	0743	Instructor	10	18	10/18	.55	
Head Coach, Football ³	0741/ 0743 ⁴	Instructor	8	18	8/18	.44	<ul style="list-style-type: none"> • May assign as 12 month (D-Basis) employee ⁵ • Teach full load of athletic related Physical Education classes during Summer Session ⁵ • Take 20 or more days of non-duty time during summer period ⁵
		Instructor, Coach	10	18	10/18	.56	
Athletic Director as Coach	0750	Athletic Director	10	24	10/24	.42	
• NON-REGULAR (WALK-ON) COACHES							
Assistant Coach	8141	Assistant Coach	Not Applicable				
Head Coach	0811	Instructor, Adjunct	10	24	10/24	.42	
¹ If athletic assignment causes instructor's total load to exceed 1.00 FTE for the semester, the amount above 1.00 FTE is handled in one of the following ways: A. Underloaded to the following semester B. Paid at the faculty member's adjunct rate C. Loadbanked ² Does not apply to an Athletic Director also assigned as an Assistant Coach or Head Coach. ³ If class scheduled for football team is greater than 10 hours or 5/18 FTE during the Fall semester, use the greater amount. ⁴ If football coaching is part of regular assignment (Plan B), use Job Code 0743 for the coaching fraction of the load. ⁵ See AFT Faculty Guild Local 1521 Agreement Article 14.E.1.b.							

K. Athletic Coaching Stipends

1. **Regular Coaching:** Stipend are paid according to level pay concepts in two, three, or four payments at regular intervals based on the season when a sport is played.
 - a. Table R-400D, Athletic Coach Stipends by Sport and Assignment Category, next page, lists stipend amounts.
 - b. Table R-400E, Coach Stipend Payment Schedule, next page, identifies when payments are scheduled to be paid for each sport.
 - c. Stipend amounts include payment for pre-season coaching for the sport, pre-season activities such as student recruitment, coordinating travel arrangements, fundraising, and travel time to competitions.
 - d. Depending upon the activity in question, the last level payment occurs at the end of the month during which the regular season concludes.
 - e. Athletic Coaches who have a second coaching assignment in which the seasons of the two sports the coach is coaching are scheduled during the same calendar period, receive both stipends during the overlap period, provided the meeting/training times for both sports do not overlap.
2. **Playoff Coaching:** \$629 per week stipend for up to three (3) weeks is paid in a single payment at the end of the month during which the last playoff week concludes. The playoff coaching stipend applies to all coaching assignments regardless of job code. Table R-400C, Playoff Coaching Stipend Codes, below, identifies applicable codes.

TABLE R-400C PLAYOFF COACHING STIPEND CODES							
ATHLETIC POSITION	REGULAR FACULTY		NOT REGULAR FACULTY		STIPEND AMOUNT		
	WAGE TYPE	GENERAL LEDGER	WAGE TYPE	GENERAL LEDGER	WEEK 1	WEEK 2	WEEK 3
Head Coach	2664	111700	2666	249200	\$629	\$629	\$629
Assistant Coach	2665	141700	2667	249200	\$629	\$629	\$629

3. **Athletic Director Stipends:** See Section L. Athletic Director Assignments below.

JOB CODE	REGULAR FACULTY						NOT REGULAR FACULTY					
	HEAD COACH			ASSISTANT COACH			HEAD COACH			ASSISTANT COACH		
	07XX			07XX			0811			8141		
SPORT	WAGE TYPE	MONTH ²	TOTAL	WAGE TYPE	MONTH ²	TOTAL	WAGE TYPE	MONTH ²	TOTAL	WAGE TYPE	MONTH ²	TOTAL
Badminton	2652	3,421	10,263	2653	2,822	8,466	2654	4,361	13,083	2655	3,438	10,314
Baseball	2628	2,566	10,264	2629	2,116	8,464	2630	3,271	13,084	2631	2,578	10,312
Basketball	2624	2,373	9,492	2625	2,373	9,492	2626	4,874	19,496	2627	2,955	11,820
Cross Country	2604	4,234	8,468	2605	3,271	6,542	2606	4,969	9,938	2607	3,899	7,798
Football	2600	3,249	9,747	2601	2,161	7,446	2602	4,864	14,592	2603	2,935	8,805
Golf, Men	2660	2,054	8,217	2661	1,573	6,292	2662	2,799	11,196	2663	2,202	8,808
Golf, Women	2656	2,739	8,217	2657	2,097	6,292	2658	3,732	11,196	2659	2,936	8,808
Soccer	2612	2,864	8,592	2613	2,223	6,669	2614	3,438	10,314	2615	2,683	8,049
Softball	2632	3,249	9,747	2633	2,822	8,466	2634	4,067	12,201	2635	3,228	9,684
Swimming / Diving	2636	3,249	9,747	2637	2,650	7,950	2638	4,067	12,201	2639	3,228	9,684
Tennis	2644	3,249	9,747	2645	2,650	7,950	2646	4,067	12,201	2647	3,228	9,684
Track / Field	2640	3,249	9,747	2641	2,650	7,950	2642	4,067	12,201	2643	3,228	9,684
Volleyball, Men's	2620	3,166	9,498	2621	2,523	7,569	2622	4,109	12,327	2623	3,228	9,684
Volleyball, Women's	2616	3,166	9,498	2617	2,523	7,569	2618	4,109	12,327	2619	3,228	9,684
Water Polo	2608	2,822	8,466	2609	2,180	6,540	2610	3,312	9,936	2611	2,600	7,800
Wrestling	2648	3,166	9,498	2649	2,523	7,569	2650	4,109	12,327	2651	3,228	9,684
GENERAL LEDGER³	111700			141700			131500 / Fall 132500 / Spring			249200		

¹ Rounded to nearest whole dollar. Specific stipend amounts are determined in the collective bargaining process.
² Paid as recurring payment (Infotype IT0014) on designated months. See Table R-330E, Coach Stipend Payment Schedule.
³ Each college determines its own Cost Centers.

SPORT	COURSE NUMBER	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Badminton	PE 502								X	X	X		
Baseball	PE 503								X	X	X	X	
Basketball	PE 504					X	X	X	X				
Cross Country	PE 506			X	X								
Football	PE 508			X	X	X							
Golf, Men	PE 509								X	X	X	X	
Golf, Women	PE 509			X	X	X							
Soccer	PE 511			X	X	X							
Softball	PE 512								X	X	X		
Swimming / Diving	PE 513								X	X	X		
Tennis	PE 514								X	X	X		
Track/Field	PE 515								X	X	X		
Volleyball, Men's	PE 516								X	X	X		
Volleyball, Women's	PE 516			X	X	X							
Water Polo	PE 517			X	X	X							
Wrestling	PE 518			X	X	X							

¹ Paid as recurring payment (Infotype IT0014) on each of the indicated months. See Table R-330A, Coach Stipends by Sport and Employee Category, for amounts.

L. Athletic Director Assignments

1. Colleges with an intercollegiate athletic program of four (4) or more teams (combined men’s and women’s sports) are entitled to an Athletic Director position.
2. Athletic Director’s assignments are assigned to Job Code 0750 Athletic Director in a proportional D-Basis basis according to the number of teams at the college. See Table R-400F, Athletic Director Reassigned Time, for details.

TABLE R-400F ATHLETIC DIRECTOR REASSIGNED TIME		
NUMBER OF INTERCOLLEGIATE TEAMS²	FTE ASSIGNMENT SPLIT¹	
	ATHLETIC DIRECTOR³	OTHER
4 to 6	.40	.60
7 to 9	.60	.40
10 to 12	.80	.20
13 or More	1.00	.00
¹ Total FTE must equal 1.00 ² Football counts as two (2) stipends. ³ Athletic Director Assignment must be in Job Code 0750. Stipend is then attached to that Job Code.		

3. Athletic Director stipends are attached to the 0750 portion of the assignment. Table R-400G, Athletic Director Stipend Formula, below, illustrates how to calculate an athletic director’s stipend. (See LACCD-AFT Faculty Guild Memorandum of Understanding No. 2005-04 for exceptions.)
4. Athletic Directors may accept assignments as Head Coaches and Assistant Head Coaches providing the meeting/training times for the team does not overlap with the hours of service as Athletic Director. If such an assignment is made, the Athletic Director selects one of the following options:
 - a. Receives the appropriate coaching stipend. See Table R-400D, Athletic Coach Stipends by Sport and Assignment Category, previous page, for details
 - b. Has the 500 level athletic class that is scheduled for the team sport count as part of his or her instructional load. See Table R-400B Athletic Coach FTE Equivalents for details.

5. **Athletic Director Stipends:** \$2,013 per intercollegiate sport offered at the college except if the college offers football. Football counts for two (2) stipends. Figure R-400B, Athletic Director Stipend Formula, illustrates how to calculate an athletic director's stipend.

FIGURE R-400B ATHLETIC DIRECTOR STIPEND FORMULA ¹				
ITEM	SPORTS	COUNT	STIPEND	TOTAL AMOUNT ²
A.	Number of Sports without Football		2,013	
B.	Football (If offered.)	2	2,013	
TOTAL				
¹ Paid as recurring payment (Infotype IT0014) each month.				
² Total Amount is Count X stipend. To determine monthly payment, divide Total Amount by 12.				

M. Athletic Coaches Coding

1. **Job Codes:** Since the Athletic Coach stipend payment provides payment for all coaching assignments, separate job codes are not needed for employees who have an active assignment in the Physical Education Department as Instructor; Instructor, Coach, or Department Chair. If, however, the employee is assigned to any other job code or department, the assignment is processed as an Instructor, Adjunct or Athletic Coach. The stipend is then attached to that assignment. Table R-400G, Athletic Coach Codes, below, identifies Job Code, Wage Type, Tax Model, Standard Hours and Retirement Codes for regular and Other Faculty.

TABLE R-400G ATHLETIC COACH CODES								
BASE ASSIGNMENT		REGULAR FACULTY		NOT REGULAR FACULTY		WAGE TYPE	TAX MODEL ¹	STANDARD HOURS
JOB CODE	TITLE	HEAD COACH	ASSISTANT COACH	HEAD COACH	ASSISTANT COACH			
• PHYSICAL EDUCATION FACULTY								
0741	Instructor	X	X			IT0014	T1	
0743	Instructor, Coach	X	X			IT0014	T1	
0750	Athletic Director	X	X			IT0014	T1	
0798	Department Chair	X	X			IT0014	T1	
• ALL OTHERS								
0811	Instructor, Adjunct			X		IT0014	T1	0
8141 ²	Athletic Coach				X	IT0014	T1	0
RETIREMENT¹		STRS DB	STRS DB	STRS CB	PARS			
¹ From base position.								
² All special coding is derived from position.								

2. **Assignment Dates**

- a. All coaching assignment dates must match intercollegiate sport season dates.
- b. In the event it becomes necessary to process a coach assignment after the sport's designated season begins, the assignment must be within the sport's season dates.

IV. **ADDITIONAL SOURCES**

CALIFORNIA EDUCATIONAL CODE

[88076 Establishment of Classified Service: Definitions; Positions Excluded](#)

LACCD BOARD RULES

Chapter X, Human Resources

[Article III. Selection Policies](#)

[Article IV. Certificated Assignments](#)

[Article V. Certificated Salary](#)

[Article VI. Column Advancement](#)

LACCD HUMAN RESOURCE GUIDE

HR R-130 Faculty, Adjunct

[HR P-100 Assign Employee](#)

[HR P-130 Additional Assignment](#)

LACCD COLLECTIVE BARGAINING AGREEMENTS

[AFT Faculty Guild Local 1521](#)

Article 14 Assignments, Additional and Coaching

Article 16 Adjunct Assignments, Retention and Seniority

Article 39 Load Banking

Article 45 Miscellaneous Items

Appendix A.h. Athletic Coaching Stipends

Appendix H Class Codes

Appendix L Selected MOU's:

1986-01 Art. 14 Athletic Coaching (Head Coach Release Time)

1988-94 Art. 14 Department Chair with Coaching Assignments

2005-04 Art. 14 Athletic Director No-Harm Compensation