

# Adjunct Coaches Handbook



**Table of Contents**

Introduction ..... 2

Hiring Process for Coaches ..... 2

Onboarding New Coaches..... 2

Pay for Coaches ..... 3

Benefits & Leave Information..... 3

Separation of Coaches ..... 3

## Introduction

This handbook applies to Lower Columbia College's part-time coaches (Head and Assistant Coaches), who are classified as adjunct employees under the Faculty CBA. This handbook does not apply to the Head Coaches whose coaching duties are part of their full-time LCC position. Policies and procedures in this handbook may be amended at any time.

## Hiring Process for Coaches

Upon request, HR may post for adjunct coaches. If we recruit openly for a position, Athletics will have access to candidates' applications as they apply in NEOED. Athletics is responsible for communicating with candidates, interviewing, and making a hiring selection. When there is not an external posting for a new coach and a coach has been identified, the candidate must apply to the general adjunct posting located on our [LCC jobs page](#).

The Head Coach/Athletic Director or designee shall notify Human Resources about the new coach so we can conduct a background check after they've completed their application in NEOGOV. The candidate must pass the background screening and also complete a sexual misconduct declaration form in accordance with RCW 28B.112.080 **BEFORE** an offer or hire is made. Coaches may not start work before these steps have been completed and HR has approved them to start working.

If we are hiring a current LCC employee as a new coach, the Head Coach/Athletic Director or designee needs to notify Human Resources. Additionally, if the new coach was in a part-time temporary position or non-permanent classified position prior to hire in the new role, they must separate from the part-time or non-permanent position. Employees cannot be in a part-time or non-permanent position and adjunct position simultaneously. We may approve part-time temporary or non-permanent positions in the adjunct coach's off season.

## Onboarding New Coaches

Following the completion of application materials, forms, and the background check, HR will transition them to Onboard through NEOED. They will complete all new hire forms and tasks in Onboard. HR will also reach out to the new hire to set up a brief new employee orientation. The new employee orientation will cover Onboard, the outstanding forms and tasks, LCC policies and procedures, leave and retirement information, etc. The new coaches are responsible for providing sufficient I-9 documentation such as passport or photo ID and a social security card in Onboard ideally prior to their start date, but no later than within three days of their start date in the coaching position.

The employee ID for ctcLink and e-mail will be provided to the employee through Onboard prior to their start date if they've provided sufficient I-9 documents. HR will provide instructions on how to set up their account.

In ctcLink, coaches are set up as part-time faculty. The Office of Instruction will provide HR with the budget information for job setup in ctcLink.

Coaches will have the list of required trainings (located in Canvas and Get Inclusive) assigned to them as checklists in Onboard. The trainings will be assigned within a month of the hire date and need to be completed within 90 days from the date assigned except for the Right to Understand safety course and Data Security, which needs to be completed in 30 days. All of this information is discussed during the new employee orientation and shared again when accounts are set up in Canvas and Get Inclusive.

## Pay for Coaches

Coaches are exempt from FLSA and the Washington Minimum Wage Act (WMA) through the teaching exemption. Coaches will be paid by special contract in the Faculty Center (ctcLink). Pay will be established in accordance with 901.F(13). The Head Coach stipend is \$11,530 per season. The Assistant Coach stipend is \$4,490 per season. The salary will be updated annually with any legislatively approved Cost-of-Living-Allowance.

Coaching contracts are requested quarterly. Athletics sends a contract request memorandum to the Vice President of Administration and copies the Office of Instruction on the email. The memo includes the coaches name, brief description of the purpose, total pay, budget, and start/end dates. When the Vice President of Administration approves the contract, the Office of Instruction generates the contract.

## Benefits & Leave Information

Adjunct coaches are not eligible for health insurance or retirement benefits unless they have additional adjunct teaching contracts that meet benefit eligibility requirements or have met retirement eligibility requirements through other positions at LCC or other Washington State Community & Technical Colleges.

Coaches will accrue sick leave based on their percent of full-time for their contract(s) and in accordance with 902 in the Faculty CBA.

## Separation of Coaches

When an adjunct coach is resigning or separating from their position, the Head Coach/Athletic Director or designee should notify HR of their separation. The coach will need to complete the [Employee Separation Checklist](#) on their last working day.