

Adjunct Coaches Handbook



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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 NEOGOV. 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 hourly (PTH) position or non-permanent classified position prior to hire in the new role, they must separate from the PTH or non-permanent position. Employees cannot be in a PTH or non-permanent position and adjunct position simultaneously. We may approve part-time hourly or non-permanent positions in the adjunct coach's off season.

COVID-19 Vaccine Requirement

Per Proclamation 21-14.1, college employees must be fully vaccinated against COVID-19 or have an approved medical and/or religious exemption with approved accommodations. Fully vaccinated is two weeks post the second dose of the two-dose series of Moderna or Pfizer or two weeks post the single dose of J&J/Janssen vaccine.

HR will include information about the vaccine requirement in the adjunct posting if we are openly recruiting. When you go to offer the position to the applicant, you will need to indicate the vaccine requirement. You can use language such as the following in your conditional offer:

We are excited to offer you the adjunct coach position with LCC contingent upon you having fully vaccinated status prior to coaching with us.

After the offer is made, if the applicant indicates they are fully vaccinated, let them know that they will verify their vaccination status at their new employee orientation with HR. If they indicate they are not vaccinated, but they will start the vaccination process, it may be that they are unable to start work with LCC for over six weeks depending on when they get their first dose and which vaccine they choose, which may not align with the sport season for the particular coaching position.

If the applicant indicates that they would like more information about medical/religious exemptions, please refer them to HR at hr@lowercolumbia.edu. We can start the interactive accommodation process with them. Be thinking about the duties of the position and if we may be able to accommodate them or not. We will not make a determination until we receive the information we need from them, but it's helpful to already start brainstorming potential accommodations. HR will guide supervisors and applicants through the accommodation process.

Onboarding New Coaches

Following the completion of application materials, forms, and the background check, HR will reach out to the new hire to set up a brief new employee orientation. The new employee orientation will cover new hire paperwork, LCC policies and procedures, leave and retirement information, and information about logging into ctcLink and setting up their employee email. HR will also verify vaccination status at the new hire orientation. New hire paperwork must be completed on the employee's first working day. The new coaches are responsible for providing sufficient I-9 documentation such as passport or photo ID and a social security card 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 within 1-3 days of their new employee orientation with HR. 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 receive a list of required trainings located in Canvas and EverFi. 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, which will need 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 EverFi.

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 \$10,000 per season. The Assistant Coach stipend is \$4,000 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.