



Appendix E

Extra Duty Compensation Schedule Cass School District 63

Section 8.6 of the Collective Bargaining Agreement explains extra duty compensation. The Board maintains the right to determine what activities are offered at any given time. The calculation worksheet for interscholastic teams, activities, and clubs in the top two tables is found on the second page of this appendix, while the rates for other special activities are as shown below.

Interscholastic	Staff Required	Activities and Clubs	Staff Required
Athletic Director	Cass - 1	Art Club	Cass - 1 Concord - 1
Athletic Supervision	Cass - 2	Assistant to the Principal	Cass - 2 Concord - 2
Basketball	Boys Varsity Coach - 1 Girls Varsity Coach - 1 Boys Jr Varsity Coach - 1 Girls Jr Varsity Coach - 1 Scoreboard - 1 Scorer - 1	Band Director	Cass - 1
Cheerleading	Varsity Coach - 1 Jr Varsity Coach - 1	Building Clubs	Cass - As Needed Concord - As Needed
Chess	Head Coach - 1	Building Leadership Team	Cass - 4 Concord - 4
Cross Country	Head Coach - 1 Assistant Coach - 1 Meet Supervisor - 1	Bus Duty	Concord - As Needed
Golf	Head Coach - 1	Chorus Director	Cass - 1 Concord - 1
Math Team	Head Coach - 1	Detention	Cass - 1
Scholastic Bowl	Head Coach - 1	Homework Club	Cass - 1
Soccer	Boys Head Coach - 1 Girls Head Coach - 1	Lunch Supervisors	Cass - As Needed Concord - As Needed
Softball	Head Coach - 1	Social Media	Cass - 1 Concord - 1
Swim	Head Coach - 1	Mentor Teacher	Cass - As Needed Concord - As Needed
Track	Head Coach - 1 Assistant Coach - 2	Student Council	Cass - 1
Volleyball	Boys Varsity Coach - 1 Girls Varsity Coach - 1 Girls Jr Varsity Coach - 1 Scoreboard - 1 Scorer - 1	Traffic Supervisors and Assistants	Cass - As Needed Concord - As Needed
		Translator (non-IEP)	Cass - As Needed Concord - As Needed
		Webmaster	Cass - 1 Concord - 1
		Yearbook Supervisor	Cass - 1 Concord - 1

Special Activities	Compensation Rate
In School Substitute Coverage	\$35 per Class Period
Field Trip Supervision Outside of Workday	\$35 per Hour
Overnight Activity Supervision	\$200 per Night
Outdoor Education Coordinator	\$300
Washington, D.C. Trip Coordinator	\$500



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Extra Duty Calculation Worksheet

The compensation rate for coaching or sponsoring interscholastic teams, activities, and clubs is \$35.00 per hour. At least two weeks prior to the start of an activity, Teachers must submit the following information to the Principal of the building for which the activity takes place. Approval for expected compensation must be obtained prior to the commencement of the season or activity.

Name

Team Coached or Activity Sponsored

Start Date of Season or Activity

Ending Date of Season or Activity

Calculation Estimate and Proposal

Attach a calendar of anticipated meeting dates for clubs and activities or practice and game dates for interscholastic teams, including any planned Saturday tournaments, and indicate if games are home or away.

1. An activity, club meeting, or team practice is expected to be 90 minutes (3:30 - 5:00 p.m.)
 - A. Number of meetings or practices scheduled: _____
 - B. Number of meetings or practices multiplied by 90: _____
 - C. The total divided by 60 equals the hours of meetings or practices: _____
2. Interscholastic games are considered to be 120 minutes (if applicable)
 - A. Number of interscholastic games scheduled: _____
 - B. Number of interscholastic games multiplied by 120: _____
 - C. The total divided by 60 equals the hours of interscholastic games: _____
3. Preparation and communication time is expected to be 30 minutes per activity, meeting, practice, and game.
 - A. Number of activities, meetings, practices, and games scheduled: _____
 - B. Number of activities, meetings, practices, and games multiplied by 30: _____
 - C. The total divided by 60 equals the hours of preparation time: _____
4. Add lines 1.C, 2.C, and 3.C for total hours of compensation proposal: _____

If schedules or circumstances change and the hours need to be modified, the Teacher will send an amended proposal for approval. Additional hours must be approved by the Principal prior to using the additional hours. Time cards for extra duty positions morning for the previous week are due by 8:30 a.m. the following Monday to the Principal of the building where the sport takes place.

Team Coach or Activity Sponsor Signature

Date Proposal Submitted