

DATE: February 13, 2020
TO: School Administrators
FROM: April Key, Deputy Chief Human Resources Officer 
SUBJECT: Athletic and Activity Pay Update

With the implementation of the Human Capital Management (HCM) system, there have been numerous athletic and activity pay workflow challenges identified. The Human Resources Division, in collaboration with the Student Athletics and Activities Department, has developed an interim process for compensating winter sports coaches and advisors. This process will ensure senior and middle/junior high school winter sports coaches and advisors are paid on the **second paycheck of March**, for their respective employee group. Please follow the instructions attached for submittal of all winter sports pay. All forms must be submitted no later than **February 21, 2020**, to be paid on time. Questions regarding submission should be directed to Licensed Contracting Services via email at athletic_and_activity_pay@nv.ccsd.net or via phone at 702-799-2812 option 1.

Additionally, please know a long-term solution has been identified and is in the development process. This transition will include school personnel training, manuals, and meetings. Both the Human Resources Division as well as the Student Athletics and Activities Department look forward to working with you within the new and improved athletics and activities compensation process.

Your patience and understanding during this HCM system implementation is greatly appreciated.

2019-2020 Winter Season Athletic Compensation Instructions

Below you will find the Winter Sports Senior High School Compensation, Winter Sports Middle/Junior High, and the Winter Banker-Taker-Seller forms. Please follow the instructions below regarding the completion of these forms.

Compensating Coaches

1. Download and complete the grade appropriate Winter Sports Excel spreadsheet with the legal names and employee identification numbers (as found in PeopleSoft) of your site coaches. Any support staff coach providing services under the licensed negotiated sports/activities must also sign a Participation Agreement, also attached. The hard copy of said Agreement must be kept on file at the site.
2. Save and title the Excel spreadsheet using your site's name and "Winter 2020". *Example: Mojave HS Winter 2020*

Compensating Ticket Takers, Sellers, and Event Bankers

1. Download and complete the attached Excel spreadsheet titled "Winter Banker-Taker-Seller" with the legal name and employee identification number (as found in PeopleSoft) of any employee completing these duties during the Winter Season. The hours reported for a specific duty must be the **season total**. Additionally, please know if your School Banker was the Event Banker, a Form T (attached) must also be completed. Be sure to list ALL event banking hours individually and submit with the complete Fall Banker-Taker-Seller form.
2. Save and title the Excel spreadsheet using your sites name and "Winter Tickets" *Example: Mojave HS Winter Tickets*

Submitting Completed Forms

1. The site administrator or athletic administrator (i.e. dean or assistant principal) must use their District email to submit the completed Excel spreadsheet(s). Attach the spreadsheet(s) to an email addressed to athletic_and_activity_pay@nv.ccsd.net. Please know by sending this form via your District email you are affirming the activities noted on the form were in fact held/conducted, and that all regulations and procedures pertaining to the activities were adhered to, complied with, and followed. You are also authorizing the employees listed on the spreadsheet to be compensated at the negotiated pay rate for said activity.
2. Forms submitted by anyone other than a recognized site administrator, *faxed, scanned, or pictured will NOT be accepted and will cause a delay in the compensation process.*

Any questions or concerns can be addressed to Licensed Contracting Services at 702-799-2812 or via email at athletic_and_activity_pay@nv.ccsd.net.