



## Documentation for Proportional Reduction in Duties and/or Time for Partial Athletic or Extracurricular Stipends

Section 6.02 (f) *Extracurricular activity stipends may be split among two, three, or four individuals in respective increments of 0.5, 0.33, and 0.25, provided that: (1) **such proportional assignment receives the verbal consent of the individuals so affected**; (2) the Association receives **prior** notification of the split assignment; and (3) there is proportional reduction in the duties or time for the position. **The athletic director or building administrator will notify the employee of the commensurate proportional reduction in duties or time expected for the position.** The District will notify the Association, in writing, at the same time an employee is offered a partial (less than 1.0) assignment. In the event that the head coach chooses to split his or her stipend, one person shall be the designated head coach regardless of the portion of stipend he or she receives. This person shall be determined between the coaches splitting the stipend and the building athletic coordinator.*

*For athletic positions, **the head coach will provide to the affected employees and the building athletic director, a written description of the proportional reduction in the duties or time for the split stipend.** For non-athletic positions, the building administrator will work with the employees to document the proportional reduction in duties or time for the split stipend.*

Reminder: Coaches are not to be on practice field until all required trainings and paperwork have been completed.

Name of employee receiving partial FTE: \_\_\_\_\_

Location: \_\_\_\_\_ Position: \_\_\_\_\_ FTE: \_\_\_\_\_

Verbal consent received by affected individual: ☐ Yes ☐ No

Please describe how duties and/or time will be reduced to reflect partial FTE

Head Coach's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Building Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

cc: Shelley Lamb (Slamb@washingtonea.org)  
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