

Provo City School District

Policy Series 6000: Finance and Operations

6580 P2

Approved Rates of Pay for Summer Camps and Clinics

Certified Employees working as Coaches/Advisors

- Paid at Certified Hourly Rates (Salary Schedule CE10)
 - Timecard submitted after each camp/clinic

Classified Employees working as Head Coaches

- Paid at Lane 1 Step 1 on Certified Hourly Rate (Salary Schedule CE 10)
 - District Stipend Spreadsheet submitted by school administration to HR for approval and processing.

Classified Employees working as Assistant Coaches

- Paid as a Stipend
 - ½ day rate of \$60 (about 4 hours)
 - Full day rate of \$120 (about 8 hours)
 - District Stipend Spreadsheet submitted by school administration to HR for approval and processing.

Coaches must complete a Summer Camp/Clinic planning form and submit it to the School Administration for approval by the final day of the school year preceding the scheduled camp.

Any Personal Service Agreement for specialized services must be completed and approved by the PSD Business Office prior to the beginning of Summer Camps/Clinics.

All coaches/advisors must be properly hired and approved by Human Resources prior to the beginning of each Camp or Clinic.