

## Welcome to the Eugene School District 4J!

### Important Information for your Walk-On Coaching Position

A “Walk-On Coach” is a coach not represented by the Eugene Education Association (EEA)

- You will be paid in three equal installments. This amount comes from your Athletic Director and is dependent on the sport and position you are in.
  - The following seasons are paid in the following months.
    - **Fall Sports** (Football, Soccer, Volleyball, Cross Country, ext.)
      - Paid September, October and November
    - **Winter Sports** (Wrestling, Basketball, Swimming, Water Polo, ext.)
      - Paid December, January and February
    - **Spring Sports** (Baseball, Softball, Track, Tennis, Lacrosse, Golf, ext.)
      - Paid March, April and May
- You will take your picture during your scheduled processing appointment and receive your district badge within two weeks of your processing appointment.
- You should be wearing your District badge at all times in all District buildings and when performing 4J job duties.
  - If you forget your badge, or are starting before you have your badge, ask the school office if they have a visitor badge you could use for the day.
- If you have any questions or concerns please remember that you should contact your Athletic Director, Principal, or HR directly.
- If you do not plan to return to your coaching position in the future you will need to submit a written resignation to your Athletic Director **and** to HR.
- If you have technical problems the Technology Department help desk can be reached at 541-790-7777 and is a great resource.
- If you set up the direct deposit your first check will still be mailed to your home address. The second check after Payroll receives your direct deposit form will be directly deposited. Your pay stub will be online. Instructions to view your pay stub can be found at <http://www.4j.lane.edu/staff/paystub>.

- To find out your salary for this new position you will need to check a couple different places. Please feel free to ask HR questions as it is a confusing calculation.
  - If you are hired into a stipend position (funded at the District level) you will need article 5 of the District/EEA Collective Bargaining Agreement (CBA). <http://www.4j.lane.edu/hr/employeerelations/laboragreements>. You will also need the walk-on salary schedule. <http://www.4j.lane.edu/hr/salarytables>.
    - In the CBA each position has a stipend percentage. For example the Head Football position is a 15% stipend position. Since this is a head coaching position it would be paid on the head column on the walk-on salary schedule.
    - If you have one year experience coaching football you would be placed on step 2 of the walk-on salary schedule.
    - For the Head Football position you would be paid 15% of the salary listed at step 2 of the head column on the walk-on salary schedule.
  - If you are hired into a club funded position (funded by money raised by the school) you will be paid based off the money raised for the position.
- There are some required trainings you must complete before you are able to start a coaching position. Please check in with your Athletic Director for information about these trainings.
- If you have your First Aid/CPR card please give a copy to your Athletic Director. If you do not have a copy, please follow up with them to schedule training.

**Good luck with your new position and again welcome to 4J!**