

# **AGREEMENT**

**by and between the**

**FEDERAL WAY PUBLIC SCHOOLS,  
DISTRICT NO. 210**

**and the**

**FEDERAL WAY EDUCATION ASSOCIATION  
REPRESENTING  
FEDERAL WAY PUBLIC SCHOOL COACHES**

**Effective September 1, 2017 - August 31, 2020**

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# FWEA-COACHES CONTRACT

## PREAMBLE

This Agreement is entered into between the Federal Way Public Schools Board of Directors, hereinafter referred to as the "District" or "Board," and the Federal Way Education Association-Coaches, hereinafter referred to as the "Association." The signatories shall be the sole parties to this Agreement.

## WITNESSETH

The Board and the Association recognize their mutual aim is to continue to maintain effective employer/employee relationships and to bargain pursuant to RCW 41.56. To that effect the parties have set forth the following agreements and understandings.

## ARTICLE I - Recognition

The Board of Directors of the Federal Way Public Schools (hereinafter referred to as the "District") recognizes the Federal Way Education Association, as the exclusive and official organization to represent employees serving in WIAA sanctioned athletics plus District sponsored drill/dance and cheer in positions which do not require an educational certificate for the purpose of negotiating in good faith in respect to wages, hours, terms and conditions of employment.

## ARTICLE II - Status and Administration of Agreement

### Section 2.1 - Status of the Agreement

This Agreement shall become effective when ratified and signed by the Board and the Association. No change in this Agreement either in whole or in part shall be valid unless ratified and signed by the parties.

Individual contracts between the District and individual employees shall be subject to and consistent with the terms of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

This Agreement shall supersede language in District rules, regulations, or policies that is inconsistent with its

terms.

Association representatives may meet with the Superintendent or his/her designee at mutually agreeable times during the school year to review problems and practices concerned with the administration of this Agreement.

With the approval of the Superintendent, the District shall supply the Association with the information which the Association deems necessary for negotiations.

### Section 2.2 - Entire Agreement

The Agreement expressed herein in writing constitutes commitments between both parties and may be altered, changed, added to, or modified only through the voluntary, mutual consent of the parties in written and signed amendment.

### Section 2.3 - Conformity to Law

If any provision of this Agreement or any application of this Agreement to any employee covered hereby shall be found contrary to law, such provision or application shall have effect only to the extent permitted by law, but all other provisions or applications of this Agreement shall continue in full force and effect.

### Section 2.4 - Printing/Distribution

Within a reasonable time following the ratification and signing of this Agreement by the parties, the District will be responsible for making an electronic version of the contract available to all coaches. Hard copies will be provided upon request.

Letters of Agreement negotiated during the term of the agreement will also be posted on-line.

## ARTICLE III - Association/District Rights and Responsibilities

### Section 3.1 - Posting and Bulletin Board Rights

The Association or its official representatives shall have the right of access and use of bulletin boards in the various rooms or places designated for faculty use in the District. All posted materials shall be dated and signed by the responsible Association member.

### Section 3.2 - School Mail Rights

The Association or its official representative shall have reasonable access to and use of the school mail system

in the District with the approval of the Superintendent. All materials shall be dated and signed by the responsible Association member. The District e-mail system may be used to notify members regarding bargaining unit business meetings, etc., but it shall not be used to conduct bargaining unit business.

### **Section 3.3 - Building Use**

The Association may use District school buildings for meetings and to transact official business on school grounds at all reasonable times outside the regular school day with the approval of the Superintendent.

### **Section 3.4 - Employee/District Responsibilities**

There shall be no unlawful discrimination against any employee or applicant for employment by reason of race, creed, color, marital status, gender, sexual orientation, age, national origin, disabling condition, or because of their membership or non-membership in employee organizations. The Association and the District will cooperate to assure compliance with nondiscrimination laws.

The employee shall care for materials and equipment and shall promptly report damage, loss, theft of equipment, furniture, or fixtures to their supervisor.

### **Section 3.5 - Employee/District Protection**

The District agrees to provide reasonable and proper liability insurance coverage, bodily injury, property damage, and professional liability.

Any case of assault upon an employee shall be promptly reported to the immediate supervisor so that appropriate District action shall be initiated. The District shall promptly render assistance to the employee in connection with handling of the incident by law enforcement and judicial authorities.

All employees and volunteers shall participate in a District approved orientation prior to working with students.

### **Section 3.6 - Rights of the Board**

The Board and the Association recognize that the Board has certain powers and duties that under the Constitution and Laws of the state of Washington may not be delegated, limited, or abrogated by an agreement with any party.

It is the intention of the parties that all rights, powers, prerogatives, duties, and authority of the Board are

retained by the Board except for those that are specifically abridged or modified by this Agreement. Such abridgment or modification will be to the extent specifically set forth in this Agreement and such abridgments or modifications are to be strictly construed.

### **Section 3.7 - Membership Dues**

#### **A. Membership or Fee Status**

1. The Association may establish local dues and will communicate the amount to the District Business Office. The District shall maintain a process for dues deduction from the employee's salary and transmit that amount each month to the Association.

- #### **B. The Association shall hold the District harmless from any liability caused by the administration of this section.**

### **Section 3.8 - Released Time**

The Association shall have the right to designate up to four (4) representatives who shall be released from assigned duties for the purpose of negotiations when mutually agreed to. The Association shall have the right to designate one (1) representative who shall be released from assigned duties to represent employee(s) in grievance and discipline matters at mutually scheduled meetings. If negotiations are conducted during a time where a substitute is necessary to cover the representative, then the substitute's cost will be billed to the Association.

## **ARTICLE IV - Individual Rights**

### **Section 4.1 - Discipline**

- #### **A. The Association shall have the right of fair representation and shall be notified of any disciplinary action contemplated toward any employee covered by this Agreement. For the purpose of meetings regarding discharge or nonrenewal, the employee shall have the right to Association representation. The employee shall have the right of representation at any disciplinary meeting.**
- #### **B. No employee shall be reprimanded, disciplined, reduced in position or compensation, or deprived of any professional advantage without just cause. All charges shall be made available to the employee at the time the action is**

contemplated and taken. Nonrenewal of a supplemental contract is not subject to just cause.

- C. Upon request, the District shall assist employees subjected to insult, abuse, intimidation, or threat during the performance of assigned duties.
- D. Criticism of any employee by a supervisor or administrator shall be made in private. This shall not preclude a supervisor or administrator from acting to protect the health and safety of the students.
- E. When absence or disability arise out of assault sustained in the course of employment, the employee shall suffer no loss in wages or benefits, less any amount of Workmen's Compensation awarded.
- F. Any approved absence of a short duration and not requiring the hiring of a replacement coach/advisor will not result in a loss of compensation. When a replacement coach/advisor is hired, the absent coach/advisor's stipend will be adjusted accordingly.

#### **Section 4.2 - Investigations**

Any complaint made against an employee by any parent, student, or other person will be promptly called to the attention of the coach/advisor. Any complaint not called to the attention of the employee may not be used as the basis for disciplinary action. When complaints are made against an employee by any parent, student, or other person which result in an investigation, the principal will give written notice of the allegations to the employee within fifteen (15) working days of commencement of the investigation. Any investigation will include an opportunity for the employee to respond to all allegations lodged against him/her.

When investigating such charges, the investigation materials and results will be maintained in the District files, except in those instances when the employee is disciplined as a result of the investigation, then the letter of discipline will be placed in the personnel file. The employee will also be given written notice of the results of the investigation within fifteen (15) working days of completion of the investigation.

#### **Section 4.3 - Personnel Files**

Materials in the employee's personnel files maintained in the Human Resources Office or immediate supervisor's office, which may serve as a basis for affecting

employment status, will be available for inspection by the affected employee. Anyone, at the employee's request, may be present in this inspection.

An employee will have the right to comment on any material placed in the personnel file and to have such comments attached to the material in question.

Derogatory information will be entered into an employee's file under the following conditions only:

- A. The employee will be notified, in writing, within ten (10) working days that such information has been placed in the file.
- B. The employee will be provided an opportunity to challenge the accuracy or appropriateness of such information.
- C. The employee will be provided an opportunity to enter a written statement of clarification or explanation of such information.

After three (3) years, an employee may request that the District remove derogatory materials from that person's file, provided that there has been no similar reoccurrence during those three (3) years. The District reserves the discretion to continue such placement in the personnel file, if deemed relevant. Materials removed will be destroyed as allowed by record retention statutes.

Upon request, the employee and/or the Superintendent or the official designee shall sign an inventory sheet to verify contents of the personnel file at the time of inspection.

### **ARTICLE V - Salaries, Stipends, and Benefits**

#### **Section 5.1 - Salary Schedule Conditions:**

The salary schedule is attached as Appendices A.1 and A.2.

#### **Section 5.2- Payment Options**

Coaches may select from the following payment options:

- A. Three (3) payments during the season,
- B. One (1) payment at the end of the season, or
- C. For the 2017-18 school year, Twelve (12) equal payments throughout the year (or equal payments over the remaining months). Beginning with the 2018-19 school year, Equal payments for the remainder of the school year, beginning at the start of the season.

The third option, option C, is only available to District employees. Different payment options for each coaching assignment are acceptable. Those who do not select an option will be paid according to option B, one (1) payment at the end of the season.

### **Section 5.3- Coach Stipends**

Coaching assignments may be split no more than in half (50/50). Coaching stipends cannot be blended. If coaching assignments are to be shared, decisions must be made before the start of the season. If coaching assignments are being shared payment option C is not available.

### **Section 5.4 - Post-Season Play**

Coaches whose teams qualify to participate in extended seasons because of WIAA sanctioned post-season activities will be compensated in the following manner:

- A. Post-season pay will become effective after the completion of league competition.
- B. Coaches will be compensated at a per diem rate to be calculated as follows: Coaching Stipend divided by number of days per season = per diem rate.
- C. Coaches must submit appropriate verification of the number of post-season days worked. This verification must be signed by the Athletic Director and the principal and submitted to HR for payment.
- D. Post-season pay will be effective for sports where students compete both as teams and as individuals.
- E. For specialty sports, the head coach plus one other coach may receive post-season pay. (Illustrative examples: Shot put coach would go in addition to the head coach if an athlete competes in shot put post-season. Long jump coach would go with the head coach for students who make it to post-season long-jump competition.)
- F. For the 2017-18 school year, the per diem rate for post-season will be 60% for teams qualifying less than half the team, and 40% for teams qualifying three or fewer players. Beginning with the 2018-19 school year, any coach approved for post-season pay, will receive full per diem as indicated in "C" above.

## **ARTICLE VI - Other Terms and Conditions of Employment**

### **Section 6.1 - Issuance of Individual Employment**

### **Contracts**

- A. Each coach or advisor will receive a letter of intent from the District if he/she is to be employed for a sport or activity. The letter will include the assigned position, the dates of employment, and the employee's step/salary schedule placement.
- B. The District shall endeavor to issue supplemental contracts for the subsequent school year as soon as reasonably possible. Coaches shall be notified whether they are to be rehired for the following school year within thirty (30) calendar days of the end of the season (defined as the last competition of the year); including post season, if applicable. This requirement shall not preclude the District from subsequently deciding to discharge an employee for a just cause which is still under investigation or does not come to the attention of the District until after the thirty (30) day deadline.
- C. Nonrenewal of a supplemental contract is not subject to just cause.

### **Section 6.2 - Coach's Performance Assessment**

#### **Section 6.2.1-Performance Assessment for High School Coaches**

- A. All coaches will be assessed during the season of each sport they coach.
- B. Unless otherwise notified Athletic Directors will conduct the performance assessment. All coaches will know, at the beginning of the season, who the supervisor will be.
- C. The purpose of the evaluation performance assessment is to develop and improve coaches. The performance assessment process is established to recognize high levels coaches' approaching and meeting expectations of the coaching performance as well as to encourage the improvement of performance in specific areas, as listed on the performance assessment form.
- D. All Head coaches will be assessed by the Building Athletic Director or designee when the Principal has assigned that responsibility.
- E. The Head coach will provide input into the performance assessment of the Assistant coach(es).
- F. All Head coaches will have an initial performance assessment meeting with the

Athletic Director or designee prior to the start of the season or as soon as reasonably possible to mutually agree upon goals and objectives for the season.

- G. If there are concerns throughout the season, the Athletic Director or designee will meet with the coach to address those concerns as soon as reasonably possible.
- H. All Head Coaches will have one mid-season check-in with their evaluator. The purpose of this meeting will be to discuss the progress on goals and objectives mutually agreed upon prior to the start of the season (see 6.2 D). In addition to discuss and performance deficiencies with the coach.
- I. The Final performance assessment for all Head Coaches will be signed by the Athletic Director and Building Principal.

### **Section 6.2.2. - Performance Assessment for Middle School Coaches**

- A. All Middle School Coaches shall be given a performance assessment by the Athletic Director and Building Principal at least once during each school year.
- B. All assistant coaches shall meet at least once per season with their head coach to discuss their formative assessment.
- C. Should the Athletic Director at any time believe that a coach's performance falls below standard, he or she will immediately schedule a formative conference to discuss performance deficiencies with the coach.

### **Section 6.2.3—Final Performance Assessment Procedure for All Coaches**

- A. At the final performance assessment meeting, all Coaches' will receive a completed performance assessment form indicating a decision to rehire or repost the position. If the coach is being rehired who is not meeting expectations overall, a plan of improvement may be developed in support of the coach for the next season.
- B. If the supervisor is not going to recommend rehire, the supervisor will inform the coach during the performance assessment session. The coach may request a meeting with the supervisor and principal within three (3) days and/or request a written explanation before a decision is finalized.
- C. All coaches shall have the right to attach a rebuttal statement to their performance assessment.

- D. Completed performance assessment forms (Appendix B) will be kept in the Athletic Coach's and/or principals working file and a copy will be given to the coach.

### **Section 6.3 - Records of Experience**

If the coach is a District employee, the experience records of the coach will be kept at the coach's home school and managed by the Building Athletic Director. For non-District employees, the records will be kept at the school where the coach is employed earliest in the year.

Coaches will receive year-for-year experience in a sport for each season employed for that sport. Verification of previous coaching employment will be maintained at the coach's home school. For coaching experience to be credited, only verified paid coaching experience with public school WIAA regulated or comparable interscholastic sports programs involving the same sport will be recognized.

### **Section 6.4 - Certification Records**

Each employee coaching a WIAA controlled sport shall, as a condition of employment, meet WIAA standards for each sport he/she is employed to coach. The employee is responsible for completing the course work, clock hours, or clinics to meet standards. Documentation of completion of the standards shall be the responsibility of the employee and shall be made available upon request.

### **Section 6.5 - Notification to Human Resources**

On or before June 30th each year, Principals or their designee shall endeavor to submit a list of coaches who are to be employed in the next year to Human Resources. The list will include the coach's name, years of service, position(s) placement (including the length of the season) and pay code for the subsequent year. Human Resources will pay based on the data submitted.

### **Section 6.6 - Additional Athletic Activities**

Should the District decide to organize additional athletic activities that require the hiring of an employee for a position that is more than casual or sporadic in nature, the District shall notify the Association and bargain an appropriate stipend for the position. No employee will be asked, directly or indirectly, to assume a responsibility for an athletic activity, the pay for which has not been bargained with the Association.

District employees may request approval to form new athletic activities through their principal/supervisor.

## Section 6.7 - Vacancies

- A vacancy exists when:
- a) A resignation has been tendered;
  - b) The position is reposted, per section 6.1
  - c) A new position is available due to turnout numbers.

All vacancies will be posted both in and out of District in order to elicit the best-qualified applicant. Preference will be given to the best-qualified, in-District applicants. Each vacated position will be posted for a minimum of five days.

Exceptions: If a coaching position is vacated after the sports season has begun (turnout/first practice), an interim coach will be appointed to fill the vacancy until the posting, interview, and selection process is completed. Preference will be given to previous coaches, unless they have an unsatisfactory evaluation on file.

All head and/or assistant coaching positions will continue year-to-year, provided the individual has a current "Recommendation to Rehire" on file in Human Resources.

When possible, head coaching positions will be filled prior to assistant coaching positions being posted and/or filled. The head coach should have substantial input into who fills assistant coaching positions.

## Section 6.8 - Application Process for Coaches

All applicants must have a completed application on file in the Human Resources office. This completed application must include:

- a) proof of current first aid/CPR certification,
- b) a completed District application,
- c) a resume or letter outlining general coaching experience, sport specific experience, and/or other experience working with age group.

## Section 6.9 - Hiring Process for Coaches

- A. Applicants meeting the qualifications for the position will be interviewed by an interview committee of not less than two. All interviewed applicants will be asked the same questions. The interview committee will make a hiring recommendation based on training, experience, references, previous evaluations, seniority, and

performance in the interview. A hiring recommendation will be submitted to Human Resources on the "Request for Coaches Stipend" form for approval by the appropriate Human Resources administrator.

- B. Prior to having any contact with students, all coaches and prospective coaches must:
  - 1) Have current fingerprinting and background check,
  - 2) Attend new staff orientation,
  - 3) Submit any paperwork required for payment (i.e., W-4, I-9, Retirement, Association enrollment),
  - 4) Present proof of current First Aid/CPR certification.
- C. Prior to the start of the season, buildings are authorized to hire ratio coaches based on the number of eligible athletes for the same sport the year before.

## Section 6.10 - Annual Process

- A. Successful applicants will be required to attend a District Orientation.
- B. All coaches shall complete the following annually:
  1. Some Do's and Don'ts for dealing with students, e.g., transporting students in cars, having students to your home, and other issues requiring appropriate professional boundaries (What Every Coach Needs to Know \* required online safety training for all coaches).
  2. Sexual and Malicious harassment training.
  3. Boundary invasion training.
  4. Show proof of current First Aid/CPR certification.
  5. Blood borne Pathogen training.
  6. Pertinent changes in district policy.

## Section 6.11 - Volunteers

All volunteer coaches must meet qualifications set forth by WIAA rules and District Policies and Procedures. It will be the responsibility of the Athletic Director to ensure

that these provisions are met. All volunteer coaches must submit to a background check and fingerprinting, if not currently on file in Human Resources.

## **ARTICLE VII - Grievances**

**Section 7.1 - Level 1:** The parties of interest acknowledge that it is usually most desirable for an employee and his/her immediate supervisor to resolve problems through free and informal communications. Within thirty (30) working days following knowledge of an act or condition which is the basis of a complaint, the grievant (an employee, group of employees included in the bargaining unit represented by the Association, or the Association) shall schedule a meeting to discuss the complaint with the immediate supervisor. Every effort will be made to resolve the grievance at this level. If no settlement is reached at the informal meeting, the grievance will be reduced to writing and presented within ten (10) days following the informal meeting to the immediate supervisor for reconsideration. The supervisor will respond in writing within five (5) days after the meeting.

**Section 7.2 - Level 2:** If the grievant is not satisfied with the disposition of his/her grievance at Level 1, or if no decision is forthcoming within the specified period at Level 1, then the grievance may be referred to the Superintendent or his/her official designee within ten (10) days of when the Level 1 response was received or should have been received. The Superintendent or designee shall arrange for a hearing with the grievant or Association within ten (10) working days of the appeal. Upon the conclusion of the hearing, the Superintendent or designee shall have ten (10) working days to provide a written decision, together with the reasons for that decision.

**Section 7.3 - Level 3:** If the Association is not satisfied with the disposition of the grievance by the Superintendent or designee, the Association can submit within twenty (20) working days the issue to arbitration before an impartial arbitrator (except that the parties may agree to submit the issue to mediation with a jointly-selected arbitrator/mediator). The arbitrator shall be selected by the American Arbitration Association or the Federal Mediation Conciliation Service (at the choice of the Association) in accord with its rules, which shall govern the arbitration proceeding. Both parties agree to be bound by the award of the arbitrator. Both parties agree to share equally the costs for the services of the arbitrator.

**Section 7.4 -** No reprisals will be taken by the Board or

the Administration because of an employee's participation in this grievance procedure.

**Section 7.5 -** The arbitrator shall have no authority to rule on non-renewals or the substance of evaluations

## **Article VIII – Compensation**

Year 1: For high school head and assistant coaches, add a step 5 (year 9) that is +2.75% of step four. Add a 9.5% increase to step 4 and set step adjustments based off step 4 as follows: Step 3, 92.5%; Step 2, 85.5%; Step 1 79%. For all middle school coaches: 2.%. Make adjustments for the following high school sports and activities as indicated on the salary schedule: cheer, dance, cross-country, swimming, and diving.

Year 2: Increase Step 4 for high school coaches by 3.6% and adjust other steps as indicated for year 1. For all middle school coaches: 2.0%

## **Article IX - Duration**

This agreement shall become effective on September 1, 2017, and shall continue in effect until August 31, 2020. In the event of levy failure, negotiated increases would be suspended. In the event that the legislature increases local levy capacity, the parties agree to a compensation opener in 2019-20 school year.

# Signature

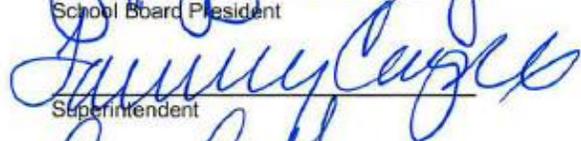


Federal Way Education Association

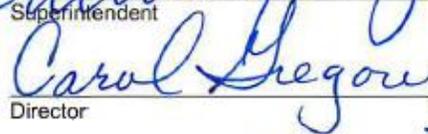
Dated: 12-14-17



School Board President



Superintendent



Director



Director



Director



Director

Dated: December 12, 2017

**Appendix A:1 – 2017-18 High School Coaches Salary Schedule**

	Sport	Position	*Step 1	*Step 2	*Step 3	*Step 4	Step 5
1	Football	Head Coach	\$5,154	\$5,578	\$6,035	\$6,524	\$6,703
3	Basketball - Boys	Head Coach	\$4,896	\$5,299	\$5,733	\$6,198	\$6,368
5	Basketball - Girls	Head Coach	\$4,896	\$5,299	\$5,733	\$6,198	\$6,368
7	Baseball	Head Coach	\$4,211	\$4,558	\$4,931	\$5,330	\$5,477
9	Softball	Head Coach	\$4,211	\$4,558	\$4,931	\$5,330	\$5,477
11	Track - Boys	Head Coach	\$4,381	\$4,741	\$5,129	\$5,545	\$5,698
13	Track - Girls	Head Coach	\$4,381	\$4,741	\$5,129	\$5,545	\$5,698
15	Wrestling	Head Coach	\$4,709	\$5,097	\$5,514	\$5,961	\$6,125
17	Swimming Boys	Head Coach	\$4,211	\$4,558	\$4,931	\$5,330	\$5,477
18	Swimming Girls	Head Coach	\$4,211	\$4,558	\$4,931	\$5,330	\$5,477
21	Tennis - Boys	Head Coach	\$4,211	\$4,558	\$4,931	\$5,330	\$5,477
22	Tennis - Girls	Head Coach	\$4,211	\$4,558	\$4,931	\$5,330	\$5,477
23	Golf - Head	Head Coach	\$3,469	\$3,754	\$4,062	\$4,391	\$4,512
24	Cross Ctry - Boys & Girls	Head Coach	\$4,211	\$4,558	\$4,931	\$5,330	\$5,477
26	Volleyball	Head Coach	\$4,211	\$4,558	\$4,931	\$5,330	\$5,477
28	Gymnastics	Head Coach	\$4,211	\$4,558	\$4,931	\$5,330	\$5,477
30	Soccer - Boys	Head Coach	\$4,211	\$4,558	\$4,931	\$5,330	\$5,477
31	Soccer - Girls	Head Coach	\$4,211	\$4,558	\$4,931	\$5,330	\$5,477
37	Bowling - Girls	Head Coach	\$3,469	\$3,754	\$4,062	\$4,391	\$4,512
34	Cheer Advisor	Annual	\$4,740	\$5,130	\$5,550	\$6,000	\$6,165
35	Dance/Drill Advisor/JROTC	Annual	\$3,469	\$3,754	\$4,062	\$4,391	\$4,512
2	Football	Assistant	\$3,865	\$4,184	\$4,526	\$4,893	\$5,028
4	Basketball - Boys	Assistant	\$3,672	\$3,974	\$4,300	\$4,648	\$4,776
6	Basketball - Girls	Assistant	\$3,672	\$3,974	\$4,300	\$4,648	\$4,776
8	Baseball	Assistant	\$3,158	\$3,418	\$3,698	\$3,998	\$4,108
10	Softball	Assistant	\$3,158	\$3,418	\$3,698	\$3,998	\$4,108
12	Track - Boys	Assistant	\$3,285	\$3,556	\$3,847	\$4,159	\$4,273
14	Track - Girls	Assistant	\$3,285	\$3,556	\$3,847	\$4,159	\$4,273
16	Wrestling	Assistant	\$3,532	\$3,823	\$4,136	\$4,471	\$4,594
19	Diving &/or Swim Asst. - Boys	Assistant	\$3,158	\$3,418	\$3,698	\$3,998	\$4,108
20	Diving &/or Swim Asst. - Girls	Assistant	\$3,158	\$3,418	\$3,698	\$3,998	\$4,108
25	Cross Ctry - Boys & Girls	Assistant	\$3,158	\$3,418	\$3,698	\$3,998	\$4,108
27	Volleyball	Assistant	\$3,158	\$3,418	\$3,698	\$3,998	\$4,108
29	Gymnastics	Assistant	\$3,158	\$3,418	\$3,698	\$3,998	\$4,108
36	Soccer - Girls j.v.	Assistant	\$3,158	\$3,418	\$3,698	\$3,998	\$4,108
38	Soccer - Boys j.v.	Assistant	\$3,158	\$3,418	\$3,698	\$3,998	\$4,108
	Tennis - Girls JV	Assistant	\$3,158	\$3,418	\$3,698	\$3,998	\$4,108
	Tennis - Boys JV	Assistant	\$3,158	\$3,418	\$3,698	\$3,998	\$4,108
	Bowling**	Assistant	\$2,602	\$2,816	\$3,046	\$3,293	\$3,384

- \* Step 1 - Pay during year 1 and year 2 of coaching (0 or 1 year of experience).
- \* Step 2 - Pay during year 3 and year 4 of coaching (2 or 3 years of experience).
- \* Step 3 - Pay during year 5 and year 6 of coaching (4 or 5 years of experience).
- \* Step 4 - Pay during year 7 and year 8 of coaching (6 or 7 years of experience).
- \* Step 5 - Pay during year 9 and thereafter (8+ years of experience).

For Year 1 (2017-18): 9.5% applied to Step 4, Other steps increase proportionately. Add Step 5

For Year 2 (2018-19): 3.6% applied to Step 4, Other steps increase proportionately

For Year 3 (2019-20): No Changes

All assistant coaches are paid at 75% of the Head Coach

\*\* Bowling Assistant coach will be frozen until compensation is 75% of Head Coach

# Appendix A:1 2018-2020 High School Coaches Salary Schedule

	Sport	Position	*Step 1	*Step 2	*Step 3	*Step 4	Step 5
1	Football	Head Coach	\$5,340	\$5,779	\$6,252	\$6,759	\$6,945
3	Basketball - Boys	Head Coach	\$5,072	\$5,490	\$5,939	\$6,421	\$6,597
5	Basketball - Girls	Head Coach	\$5,072	\$5,490	\$5,939	\$6,421	\$6,597
7	Baseball	Head Coach	\$4,363	\$4,722	\$5,108	\$5,522	\$5,674
9	Softball	Head Coach	\$4,363	\$4,722	\$5,108	\$5,522	\$5,674
11	Track - Boys	Head Coach	\$4,538	\$4,912	\$5,314	\$5,745	\$5,903
13	Track - Girls	Head Coach	\$4,538	\$4,912	\$5,314	\$5,745	\$5,903
15	Wrestling	Head Coach	\$4,879	\$5,280	\$5,713	\$6,176	\$6,346
17	Swimming Boys	Head Coach	\$4,363	\$4,722	\$5,108	\$5,522	\$5,674
18	Swimming Girls	Head Coach	\$4,363	\$4,722	\$5,108	\$5,522	\$5,674
21	Tennis - Boys	Head Coach	\$4,363	\$4,722	\$5,108	\$5,522	\$5,674
22	Tennis - Girls	Head Coach	\$4,363	\$4,722	\$5,108	\$5,522	\$5,674
23	Golf - Head	Head Coach	\$3,594	\$3,889	\$4,208	\$4,549	\$4,674
24	Cross Ctry - Boys & Girls	Head Coach	\$4,363	\$4,722	\$5,108	\$5,522	\$5,674
26	Volleyball	Head Coach	\$4,363	\$4,722	\$5,108	\$5,522	\$5,674
28	Gymnastics	Head Coach	\$4,363	\$4,722	\$5,108	\$5,522	\$5,674
30	Soccer - Boys	Head Coach	\$4,363	\$4,722	\$5,108	\$5,522	\$5,674
31	Soccer - Girls	Head Coach	\$4,363	\$4,722	\$5,108	\$5,522	\$5,674
37	Bowling - Girls	Head Coach	\$3,594	\$3,889	\$4,208	\$4,549	\$4,674
34	Cheer Advisor	Annual	\$4,911	\$5,315	\$5,750	\$6,216	\$6,387
35	Dance/Drill Advisor/JROTC	Annual	\$3,594	\$3,889	\$4,208	\$4,549	\$4,674
2	Football	Assistant	\$4,005	\$4,334	\$4,689	\$5,069	\$5,209
4	Basketball - Boys	Assistant	\$3,804	\$4,117	\$4,454	\$4,816	\$4,948
6	Basketball - Girls	Assistant	\$3,804	\$4,117	\$4,454	\$4,816	\$4,948
8	Baseball	Assistant	\$3,272	\$3,541	\$3,831	\$4,142	\$4,256
10	Softball	Assistant	\$3,272	\$3,541	\$3,831	\$4,142	\$4,256
12	Track - Boys	Assistant	\$3,404	\$3,684	\$3,985	\$4,309	\$4,427
14	Track - Girls	Assistant	\$3,404	\$3,684	\$3,985	\$4,309	\$4,427
16	Wrestling	Assistant	\$3,659	\$3,960	\$4,284	\$4,632	\$4,759
19	Diving &/or Swim Asst. - Boys	Assistant	\$3,272	\$3,541	\$3,831	\$4,142	\$4,256
20	Diving &/or Swim Asst. - Girls	Assistant	\$3,272	\$3,541	\$3,831	\$4,142	\$4,256
25	Cross Ctry - Boys & Girls	Assistant	\$3,272	\$3,541	\$3,831	\$4,142	\$4,256
27	Volleyball	Assistant	\$3,272	\$3,541	\$3,831	\$4,142	\$4,256
29	Gymnastics	Assistant	\$3,272	\$3,541	\$3,831	\$4,142	\$4,256
36	Soccer - Girls j.v.	Assistant	\$3,272	\$3,541	\$3,831	\$4,142	\$4,256
38	Soccer - Boys j.v.	Assistant	\$3,272	\$3,541	\$3,831	\$4,142	\$4,256
	Tennis - Girls JV	Assistant	\$3,272	\$3,541	\$3,831	\$4,142	\$4,256
	Tennis - Boys JV	Assistant	\$3,272	\$3,541	\$3,831	\$4,142	\$4,256
**	Bowling	Assistant	\$2,695	\$2,917	\$3,156	\$3,412	\$3,506

- \* Step 1 - Pay during year 1 and year 2 of coaching (0 or 1 year of experience).
- \* Step 2 - Pay during year 3 and year 4 of coaching (2 or 3 years of experience).
- \* Step 3 - Pay during year 5 and year 6 of coaching (4 or 5 years of experience).
- \* Step 4 - Pay during year 7 and year 8 of coaching (6 or 7 years of experience).
- \* Step 5 - Pay during year 9 and thereafter (8+ years of experience).

For Year 2 (2018-19): 3.6% applied to Step 4, Other steps increase proportionately

For Year 3 (2019-20): No Changes

All assistant coaches are paid at 75% of the Head Coach

\*\* Bowling Assistant coach will be frozen until compensation is 75% of Head Coach

## Appendix A:2 2017-18 Middle School Coaching Salary Schedule

	Sport	Position	*Step 1	*Step 2	*Step 3	*Step 4
1	Football	Head	\$3,477	\$3,681	\$3,886	\$4,090
2	Football	Assistant	\$2,657	\$2,814	\$2,970	\$3,126
3	Basketball Boys	Head	\$3,477	\$3,681	\$3,886	\$4,090
4	Basketball Boys	Assistant	\$2,657	\$2,814	\$2,970	\$3,126
5	Basketball Girls	Head	\$3,477	\$3,681	\$3,886	\$4,090
6	Basketball Girls	Assistant	\$2,657	\$2,814	\$2,970	\$3,126
7	Baseball	Head	\$3,477	\$3,681	\$3,886	\$4,090
8	Baseball	Assistant	\$2,657	\$2,814	\$2,970	\$3,126
9	Softball	Head	\$3,477	\$3,681	\$3,886	\$4,090
10	Cross Country	Head	\$3,477	\$3,681	\$3,886	\$4,090
11	Track Boys	Head	\$3,477	\$3,681	\$3,886	\$4,090
12	Track Boys	Assistant	\$2,657	\$2,814	\$2,970	\$3,126
13	Track Girls	Head	\$3,477	\$3,681	\$3,886	\$4,090
14	Track Girls	Assistant	\$2,657	\$2,814	\$2,970	\$3,126
15	Wrestling	Head	\$3,477	\$3,681	\$3,886	\$4,090
16	Wrestling	Assistant	\$2,657	\$2,814	\$2,970	\$3,126
17	Volleyball	Head	\$3,477	\$3,681	\$3,886	\$4,090
18	Volleyball	Assistant	\$2,657	\$2,814	\$2,970	\$3,126
19	Gymnastics	Head	\$3,477	\$3,681	\$3,886	\$4,090
20	Gymnastics	Assistant	\$2,657	\$2,814	\$2,970	\$3,126
	Non Cut Basketball		\$1,224	\$1,296	\$1,368	\$1,440

- \* Step 1 - Pay during year 1 and year 2 of coaching (0 or 1 year of experience).
- \* Step 2 - Pay during year 3 and year 4 of coaching (2 or 3 years of experience).
- \* Step 3 - Pay during year 5 and year 6 of coaching (4 or 5 years of experience).
- \* Step 4 - Pay during year 7 and thereafter (6+ years of experience).

Year 1: (2017-18), Plus 2%

Year 2: (2018-19), Plus 2%

Year 3: (2019-20) No change

## Appendix A:2 2018-2020 Middle School Coaching Salary Schedule

	Sport	Position	*Step 1	*Step 2	*Step 3	*Step 4
1	Football	Head	\$3,546	\$3,755	\$3,963	\$4,172
2	Football	Assistant	\$2,711	\$2,870	\$3,029	\$3,189
3	Basketball Boys	Head	\$3,546	\$3,755	\$3,963	\$4,172
4	Basketball Boys	Assistant	\$2,711	\$2,870	\$3,029	\$3,189
5	Basketball Girls	Head	\$3,546	\$3,755	\$3,963	\$4,172
6	Basketball Girls	Assistant	\$2,711	\$2,870	\$3,029	\$3,189
7	Baseball	Head	\$3,546	\$3,755	\$3,963	\$4,172
8	Baseball	Assistant	\$2,711	\$2,870	\$3,029	\$3,189
9	Softball	Head	\$3,546	\$3,755	\$3,963	\$4,172
10	Cross Country	Head	\$3,546	\$3,755	\$3,963	\$4,172
11	Track Boys	Head	\$3,546	\$3,755	\$3,963	\$4,172
12	Track Boys	Assistant	\$2,711	\$2,870	\$3,029	\$3,189
13	Track Girls	Head	\$3,546	\$3,755	\$3,963	\$4,172
14	Track Girls	Assistant	\$2,711	\$2,870	\$3,029	\$3,189
15	Wrestling	Head	\$3,546	\$3,755	\$3,963	\$4,172
16	Wrestling	Assistant	\$2,711	\$2,870	\$3,029	\$3,189
17	Volleyball	Head	\$3,546	\$3,755	\$3,963	\$4,172
18	Volleyball	Assistant	\$2,711	\$2,870	\$3,029	\$3,189
19	Gymnastics	Head	\$3,546	\$3,755	\$3,963	\$4,172
20	Gymnastics	Assistant	\$2,711	\$2,870	\$3,029	\$3,189
	Non Cut Basketball		\$1,249	\$1,322	\$1,396	\$1,469

- \* Step 1 - Pay during year 1 and year 2 of coaching (0 or 1 year of experience).
- \* Step 2 - Pay during year 3 and year 4 of coaching (2 or 3 years of experience).
- \* Step 3 - Pay during year 5 and year 6 of coaching (4 or 5 years of experience).
- \* Step 4 - Pay during year 7 and thereafter (6+ years of experience).

Year 1: (2017-18), Plus 2%

Year 2: (2018-19), Plus 2%

Year 3: (2019-20) No change

# Appendix B: Federal Way Coaching Performance Assessment Form

<i>Personal Information</i>			
Coach	<input style="width: 95%;" type="text"/>	Sport	<input style="width: 95%;" type="text"/>
		Position	<input style="width: 95%;" type="text"/>
Total years experience as Head Coach	<input style="width: 30px;" type="text"/>	Assistant Coach	<input style="width: 30px;" type="text"/>

<i>Performance Assessment</i>		
	Approaching Expectations	Meets Expectations
Coaching Skills	<input type="checkbox"/>	<input type="checkbox"/>
Equity	<input type="checkbox"/>	<input type="checkbox"/>
Safety, Injury Prevention & Physical Conditioning	<input type="checkbox"/>	<input type="checkbox"/>
Organization, Administration & Communication	<input type="checkbox"/>	<input type="checkbox"/>
Professional Relations	<input type="checkbox"/>	<input type="checkbox"/>
Monitoring & Encouraging Scholar Academic Progress	<input type="checkbox"/>	<input type="checkbox"/>
Comments	<input style="width: 100%; height: 100%;" type="text"/>	
Coaching Goals	<input style="width: 100%; height: 100%;" type="text"/>	

<i>Overall Performance Assessment</i>		
Approaching Expectations	<input type="checkbox"/>	Meets Expectations
<input type="checkbox"/>		<input type="checkbox"/>
_____ Signature of Athletic Director	_____ Signature of Coach	_____ Date
_____ School	_____ Signature of Principal	_____ Date
Rehire	<input type="checkbox"/>	Repost
	<input type="checkbox"/>	<input type="checkbox"/>

## Coach Assessment Standards

**Coaching Skills-** The coach is able to develop skills of all team members into an efficient and successful group. The coach knows how to utilize scholar athletes' abilities to maximize meaningful participation.

**Equity-** The coach establishes a coaching philosophy that focuses on the safety, development, and well being for all scholar athletes. This philosophy includes the understanding and teaching of sportsmanship, cultural competency, teamwork, and respect to fellow competitors, officials, opposing teams, and opposing team fans. Each scholar athlete will be empowered and prepared to develop personal responsibility to be positive, productive members of society.

**Safety, Injury Prevention & Physical Conditioning-** The coach is properly trained in injury prevention, is able to recognize high-risk situations, as well as unsafe equipment facilities, and environmental conditions in order to ensure safety of the scholar athletes and make necessary modifications to the playing environment should unsafe conditions exist. The coach is responsible for implementing research-based, developmentally appropriate drills and teaching techniques that support scholar athlete development while maintaining safety. The coach encourages healthful decisions by the student to promote healthy lifestyles and low-risk training practices.

**Organization, Administration & Communication-** The coach provides information regarding the needs of the scholar, serves as a key communicator of the program goals and policies, and facilitates compliance with established program, school, district, and state association policies. The coach includes families as partners in the education and development their scholars.

**Professional Relations-** The coach is responsible for imparting valuable educational experiences to scholar athletes. The coach maintains positive relations with staff, peers, media, officials, opposing teams, and opposing team fans.

**Monitoring & Encouraging Scholar Academic Progress-** The coach consistently encourages scholar athletes to strive for excellence in their academics and establishes systems to monitor scholar classroom performance.

**Appendix D**

**COACH/PARTICIPANT RATIO**

This Schedule Applies to both Middle School and Senior High Programs  
 Those Sports with No Additions are Not Eligible for Additions

When Hiring, Please Refer to Sections 6.7 through 6.11 of the Contract.

<b>SPORT</b>	<b>START</b>	<b>ADD 1</b>	<b>ADD 2</b>	<b>ADD 3</b>	<b>ADD 4</b>
<b>Basketball</b>					
<b>Boys' Varsity/JV</b>	2				
<b>7<sup>th</sup> Grade</b>	1	30 (2)	45 (3)	60 (4)	75+ (5)
<b>Basketball</b>					
<b>Girls' Varsity/JV</b>	2				
<b>7<sup>th</sup> Grade</b>	1	30 (2)	45 (3)	60 (4)	75+ (5)
<b>Football</b>	4	81-100 (5)	101-120 (6)	121-140 (9)	
	6 at H.S	101-120 (7)	121-140 (8)	121-140 (9)	
<b>Gymnastics</b>	2	25-36 (3)	37-48 (4)	49-60 (5)	61+ (6)
<b>Swimming</b>	1	16-31 (2)	32-47 (3)	48+ (4)	
<b>Diving</b>	1 Coach for the District				
<b>Track &amp; Field</b>					
<b>Boys'</b>	2	41-60 (3)	61-80 (4)	81-100 (5)	101+ (8)
<b>Girls'</b>	2	41-60 (3)	61-80 (4)	81-100 (5)	101+ (8)
<b>Cross Country</b>	2	60-79 (3)	80-99 (4)	100-119 (5)	120+ (8)
<b>Wrestling</b>					
<b>Boys'</b>	2	41-60 (3)	61-80 (4)	81-100 (5)	126+ (8)
<b>Girls'</b> <i>(Minimum of 10)</i>	2	41-60 (3)	61-80 (4)	81-100 (5)	
<b>Baseball- Varsity/JV</b>	2				
<b>Softball- Varsity/JV</b>	2				
<b>Golf – Boys' HS</b>	1				
<b>Girls' HS</b>	1				
<b>Tennis – Boys'</b>	1	20 (2)			
<b>Girls'</b>	1	20 (2)			
<b>Soccer – Boys'</b>	1				
<b>Girls'</b>	1				
<b>Volleyball- Varsity/JV</b>	2				
<b>Cheer</b>	1				
<b>Drill</b>	1				
<b>Bowling – Girls'</b> <i>(Minimum of 10)</i>	1	20 (2)			