

**GARRETT COUNTY PUBLIC SCHOOLS  
ASSIGNMENT TO EXTRA-CURRICULAR PAY POSITIONS**

To: \_\_\_\_\_ Base-School & Extra-Curricular School: \_\_\_\_\_  
(Name)

You are hereby assigned as \_\_\_\_\_ at \_\_\_\_\_ for the school year \_\_\_\_\_. Your compensation for this activity outside the regular work week will be \$ \_\_\_\_\_ which is Step \_\_\_\_\_ of the Negotiated Extra Duty/Extra Pay Schedule.

The term of the agreement shall extend from \_\_\_\_\_ to \_\_\_\_\_, and shall automatically terminate and expire on \_\_\_\_\_.

Position, title and compensation shall be in accordance with the Extra Duty/Extra Pay Schedule as adopted by the Board of Education of Garrett County. All assignments are tentative pending facilities, student interest, and other necessary conditions. If a school fails to sponsor an activity or sport due to any of the above reasons, or if a coach or sponsor resigns, the contract will be prorated for days actually expended.

Date: \_\_\_\_\_  
Base-School Principal's Signature & Extra-Curricular School Principal's Signature

Date: \_\_\_\_\_  
Director of Secondary Education

Date: \_\_\_\_\_  
Director of Human Resources

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**ACCEPTANCE**

I voluntarily accept the position and conditions as indicated above and further agree to perform all duties required by the rules and regulations of the County Board of Education and the State Board of Education. I understand that all coaches shall have completed or be enrolled in the prevention and care of athletic injuries; possess AED/CPR Certification; and completed a current criminal background check.

Signature	Date	Social Security or GCBOE Employee Number	Telephone Number
_____	_____	_____	_____
Date of Birth	Address	City	State ZIP
_____	_____	_____	_____

(Must be signed and returned to the extra-curricular school principal on or before \_\_\_\_\_). Principals will submit this form to the Director of Secondary Education for Board of Education approval. Copies will be returned to the employee, principal, and the Finance Office.

DIST. NUMBER: [01.2030103.252.XXXX.00.0000.201302](#)

**REQUEST FOR ASSIGNMENT TO EXTRA/DUTY PAY POSITIONS  
for First (1<sup>st</sup>) Time Employee for Specific Activity**

Name \_\_\_\_\_ School \_\_\_\_\_

Assignment Desired \_\_\_\_\_

Formal Training (College Preparation) for Assignment Desired \_\_\_\_\_

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Actual Experience in Assignment Desired \_\_\_\_\_

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Related Experience in Assignment Desired \_\_\_\_\_

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Reasons for Seeking Assignment \_\_\_\_\_

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\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**First (1<sup>st</sup>) time applicant MUST complete and submit with contract to the principal.**