

VENANGO TECHNOLOGY CENTER

SECTION: PROGRAMS

TITLE: CENTER EMPLOYEE/HOME
SCHOOL COACH

ADOPTED: April 6, 2009

REVISED:

123. CENTER EMPLOYEE/HOME SCHOOL COACH	
1. Purpose	<p>This policy shall provide guidelines for when an employee of the Venango Technology Center is appointed coach or assistant coach of a sports team at one of the center's participating school districts.</p>
2. Guidelines	<p>If a sporting event requires that a center employee leave his/her center duties reasonably early, the center shall make accommodations to cover the coach's duties at the center. The term reasonably early shall be determined by the Director.</p> <p>If a sporting event requires that a center employee be out for a full day or longer, the Director shall contact the Superintendent of the participating school district to confirm that the event is a scheduled competition which is part of the duties of the coaching position, such as district, state playoffs, etc. or other competition.</p> <p>If the event is determined to be a scheduled competition, the center employee shall be granted paid, professional leave, and the participating school district in question shall pay for a substitute center instructor for the professional leave period involved.</p> <p>If the event is determined to be elective in nature or not part of scheduled competition, professional leave shall not be granted.</p>
3. Delegation of Responsibility	<p>It shall be the responsibility of the center employee/participating school coach to request professional leave for the reasons outlined above by completing the request form and submitting it to the Director in a timely manner.</p>