We do not hire any current classified staff for coaching/supplemental positions for this reason. We also do not allow classified staff to take tickets, etc.

We do not hire classified staff. You have to do a blended hourly rate for the coaching position.

Because of the overtime issue we do not hire classified staff as coaches with one exception. We have a bus driver who is also a middle school coach. He had already been coaching with us for several years and we wanted to maintain his employment in that position and we were also desperate to fill a bus driving position. We argue that there is no way for that employee to go over 40 hours per week with those two responsibilities.

Eaton does not permit hourly employees to hold a supplemental position due to the additional requirements of tracking the hours, calculating the potential overtime, etc.

 We hire classified staff as coaches.  They fill out a time sheet for coaching.  When I had out timesheets to our coaches I put the maximum hours allowed to work (contract amount divided by minimum wage equals hours allowed).  This works for all coaches who are not current employees.  Below is what I do for classified staff as coaches…..I have a spreadsheet that I put their hours in for both their reg job and supplemental job.  Their supplemental job hours are calculated at minimum wage.  If they go into overtime my spreadsheet calculates the blended rate between reg wage and supplemental wage.  At the end of their coaching contract I look at the spreadsheet to make sure we don’t owe them any extra for coaching.  So far I have only owed extra one time on a coaching contract.

We hire classified staff against my recommendation, but sometimes it can't be avoided when there are coaching shortages in small districts.  We pay the supplemental at minimum wage and blend their hourly rate with the supplemental for OT.  I manually track the amount paid to make sure they get the amount contracted.  Any hours over the contracted amount are donated to the program.  They sign a letter stating X of hours is donated to the X program.  I keep the letter in their personal file.  Lots of extra work for your department.  Avoid, avoid, avoid if possible.

Here in Greene County, some of the districts ask us, the ESC, to employ their classified coaches…they are then working for two different employers…hours don’t combine...

I charge the school district for the full costs plus a nominal administrative fee to do this during the year…much cheaper than overtime…

There are some drawbacks…but minor...

We Do.I figure what their overtime rate is and then calculate the number of hours available for that particular activity. Attached is the forms we use. Not sure if this would stand up in court, but I have never been challenged on wage and hour by the auditors or the union. I hope this helps.

It is a practice and if they work over 40 hours, the overtime is paid at the blended rate if they have two different rates of pay for the jobs

Just recently we have been put in a situation where we hired classified staff as coaches.  In these situations, we hired them on the Board agenda at minimum wage. Then, their hours would be paid at two different rates. Any hours of overtime would be calculated at the standard blended rate.

We had that issue when I came into the district.  We do not hire classified staff that would be close to the 40 hour rule.  We have hired a bus driver who only worked less than 4 hours per day.  It is something that our legal office stressed to stay away from.

Yes, we do.  We pay the amount in one lump sum after the supplemental contract has been fulfilled.  We do make the staff member fill out a form that states how many hours they worked for the supplemental pay.  Currently, we do not pay overtime for these hours.  However, since the OT rule may be changing. we may be changing hiring classified to do supplemental contracts.  I think we are down to one staff member that this pertains to now.  We are trying to get away from it.

To my understanding, IF a classified employee works 40 hours a week, they cannot have a supplemental contract, unless you are willing to pay that contract at an overtime rate.  If they work under 40 hours a week and they wont go over 40 hours with a supplemental, than they can do it.   Only certified teachers can carry a supplemental, because they are considered salary.

**Support Staff Supplementals**

1.      A support staff employee approved for a supplemental position will be paid for that supplemental position at an hourly rate. The hourly rate shall be the then-current minimum wage in Ohio. The overtime rate of time and one-half will be paid for any hours worked in excess of forty (40) per work week. The overtime premium rate will be calculated based on the regular straight-time rate of the job that resulted in the overtime – in the case of a supplemental position worked by a support staff employee, that straight-time rate is Ohio’s minimum wage.

2.            The District will establish the maximum number of hours allocated for each supplemental position filled by a support staff employee for the season or activity in question. The employee must have advance District administrative approval to work any hours in excess of the established standard for the supplemental position.

3.            A support staff employee must submit individual time sheets detailing the hours and dates worked at the supplemental position. The building principal or athletic director will verify and sign all time sheets. Teachers, as opposed to support staff employees, will be paid as provided elsewhere for in this Article.

As to a support staff employee’s contract for a position included in the supplemental salary schedule appearing within Articles 21 and 22 of this Agreement, should the employee’s total earnings for the supplemental position be lower than the scheduled salary amount shown the Board shall then make a payment adjusting the hourly rate for the last pay so that the total of the employee’s straight-time and overtime earnings for the supplemental position equal the scheduled salary amount appearing in Articles 21 and 22 for that position.

We do not hire any classified coaches as it would require paying overtime at a blended rate per Fair Labor Standards.  It would make the cost of the coach grossly out of line.

We have one classified person who is also a coach. He doesn't work full time in his classified position. We calculate any possible overtime each week that he coaches. I have attached the spreadsheet I created to perform this calculation.

We do hire a secretary to be our yearbook advisor.  But she only works 35 hours per week.  She is told that she can't work more than 5 hours per week on the yearbook.  We do not like to do this, but no one else would take the yearbook.

No, we do not hire our classified staff for supplementals positions for this reason.

Not a practice

**Certified Supplemental Contracts and Athletic Personnel**:

A bargaining unit member that is approved for a certified supplemental position or as athletic personnel will be paid for that position at an hourly rate. The hourly rate will be the then-current minimum wage in Ohio.

The overtime rate of time and one-half will be paid for any hours worked in excess of forty (40) per week. The overtime premium rate will be calculated based on the regular straight-time rate of the job that resulted in the overtime – in the case of a supplemental position worked by a bargaining unit member, that straight-time rate is Ohio’s minimum wage (this supersedes the overtime calculation in this contract and blended rate calculation in FLSA).

The District will establish the maximum number of hours allocated for each supplemental position filled by a bargaining unit member for the season or activity in question. The employee must have advance District administrative approval to work any hours in excess of the established standard for the supplemental position.

A bargaining unit member must submit time sheets and/or a calendar detailing the hours and dates worked at the supplemental position upon completion of all duties. The building principal or athletic director will verify and sign the time sheets and/or calendar upon completion of duties.

Upon completion of all duties, payment shall be calculated in accordance with this section.

Should the bargaining unit member’s calculated earnings for the supplemental position or athletic personnel be lower than the scheduled salary amount in the P.E.A. negotiated agreement or the approved per game rate approved by the Board, the Board shall adjust the hourly rate so the total of the employee’s straight time and overtime earnings for the position equal the scheduled salary amount in the P.E.A. negotiated agreement or the approved per game rate.

Not a practice in our district.

We do not hire classified staff to fill supplemental positions in an effort to avoid the additional requirements for blended overtime and minimum wage pay outs.  I have heard of some attorneys suggesting hiring them as volunteers and paying the supplemental citing it as reimbursement.  I prefer to avoid the situation just makes things easier.