***CONTRACT TO DIRECT, SUPERVISE OR COACH***

***A PUPIL ACTIVITY PROGRAM***

***2017-2018 SCHOOL YEAR***

This limited contract to direct, supervise or coach a pupil activity program is entered between the Board of Education of the Norwayne Local School District, Wayne County, Ohio (the "Board"), and   
**NAme** (the "employee"), as follows:

1. The employee agrees to perform all of the duties required for the position of   
**Post Prom Advisor** as assigned and directed by the Superintendent.

2. The employee agrees to abide by and to maintain all rules, regulations and policies adopted by the Board. **The employee agrees to provide immediate proof of a valid Pupil Activity Permit as approved by the Ohio Department of Education in accordance with O.R.C. 3319.39. The employee also must provide proof of a clean BCI/FBI Criminal background check within the past year for new employees, or past five years for renewed employees.** Fiscal policies require that an hourly time sheet be kept and turned into the Treasurer’s Office before payment will be made.

3. The employee has been given a written statement of his/her duties and obligations under RC Chapter 3309, being laws pertaining to the Public School Employees Retirement System. The employee understands that paid hours are limited by the terms set forth on page 2 of this contract. Any additional hours provided by the employee are on a volunteer basis. The employee's appointment hereunder is conditional upon his/her acceptance of RC Chapter 3309 as part of this contract.

4. In consideration of and for such services, the Board agrees to pay, at the office of the treasurer, the sum of **$ 903** for the school year. The sum will be taxed in accordance to IRS regulations and payment will be made only when the Superintendent, or his designee, has notified the Treasurer that all reports have been completed and filed with the proper officials.

5. It is mutually agreed by the Board and employee that this agreement will be non-renewed at the conclusion of the school year, and may be terminated by a majority vote of the employing Board of Education if the employee violates any regulation duly adopted and set forth by such Board.

This agreement entered into this **28th** day of **August, 2017**.

*Signatures*

Date Signed

Employee

BOARD OF EDUCATION

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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.