

Spring Hill ISD  
UIL Payroll Procedures  
May 2016

Jennifer White – UIL Director High School

Janna Graham – UIL Director Grades 3 through 8

### **UIL Payroll Procedures for 2016-2017**

Payroll extra duty sheets will be turned in with the regular payroll and approved by the respective principals.

- Supplemental pay for Saturday meets will be paid monthly as events happen.
- Supplemental pay for UIL coaches will be paid in May.

### **Number of Events:**

The following number of events by campus are approved.

Intermediate: 27 events including 4 events for second graders

Junior High: 51 events which includes One Act Play for Junior High

High School: 21 events

### **Requirements for UIL Coaches**

1. Must attend the district UIL meet for the event coached.
2. Must document student participation by having students sign in before each practice/event.
3. Must provide documentation of time worked outside the regular school day.
4. Must forward documentation of students and dates worked outside the school day to campus principal in order for it to be approved for payroll.

### **Rates of Pay**

- High School: \$600 per event
- Junior High One Act Play: \$300
- Junior High and Lower Grades: \$200 per event per grade level
- Saturday Meets: \$100 for up to 3 meets
- Regional/State Meets: \$100
- Intermediate Stipend for UIL Coordinator: \$500
- Junior High Stipend for UIL Director: \$2,000
- High School Stipend for UIL Director: \$4,000

**Other Considerations – Non-Exempt, Hourly Employees**

The rates of pay listed above are for teachers and exempt employees. Non-exempt, hourly employees are required to be paid based on an hourly rate in order to be compliant with the Fair Labor Standards Act. Should a principal determine that it is necessary to allow an hourly employee to serve as a UIL coach, the rate of pay will be minimum wage of \$7.25 per hour. Hourly employees will be allowed to work up to 27 hours of coaching at the lower grades (eighth grade and lower) and 82 hours of coaching at high school. These hours are calculated based on the amounts paid to teachers at the respective campuses. (\$200 divided by \$7.25 and \$600 divided by \$7.25). The rate of pay will be \$7.25 per hour for Saturday meets with up to 13 hours allowed for each meet.

**Budget Coding for Payroll Purposes**

High School: 199-36-6119-89-001-0-99-000  
Junior High: 199-36-6119-89-042-0-99-000  
Intermediate: 199-36-6119-89-101-0-99-000  
Primary: 199-36-6119-89-103-0-99-000