



Guidelines for Paying Individuals for After-Hour High School Activities

1. Licensed employees are paid an established rate plus an average amount for taxes for revenue-generating after-hours activities as listed below:

<u>Games and Meets</u>	
One Event	\$35.00
Two Events	\$41.50
<u>Special Assignment Workers</u>	
Athletic Director	\$48.00
Event Ticket Manager	\$48.00
Stomps, Dances	\$41.50

Note: Where significant extra time is needed to complete an assignment, the Principal may add \$10.00 to the total pay for that event.

2. Classified employees are paid their regular rate of pay for 40 hours of work and under per week and time and a half for time worked over 40 hours per week when in accordance to the Fair Labor Standards Act. It is the responsibility of the school to monitor if the time worked is overtime and turn in the rate of pay on a time sheet.

Classified employees who volunteer to work at extra-curricular activities can be paid in accordance with guidelines established for paying individuals at after-hour school activities (see amounts listed above). The work a classified employee performs on a volunteer basis at the after-hours activity must not be related to their regular daytime position.

3. Timesheets and a check reflecting the appropriate amount to cover the encumbrances should be submitted to the Area Executive Director for time worked by employees outside their regular contract time for the above activities.

4. Timesheets will be coded to 10 XXX X 9800 1040 190. Revenue checks from the schools will be credited to this account.

5. Compensation for supervision of after-school activities by selected University of Utah Intern Assistant Principals and Brigham Young University LPP Interns is included in their stipend. When this is the case, these interns will not receive additional compensation and will be expected to work activities as any assistant principal would. Under extenuating circumstances and on a limited basis only with Area Executive Director Approval, the principal may require a non-compensated intern to work a specifically assigned after-school activity that needs extra supervision. In such rare instances, the High School may submit a timesheet at a rate consistent with the Athletic Director (above). Code timesheets to: 10 XXX X 9800 1040 190 and attach a school check covering the amount plus benefits.

Note: Principals retain authorization to require staff to attend a reasonable number of events without compensation (no more than two assignments annually).