

Jordan School District

Guidelines for Paying Individuals At 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:

Games and Meets

One Event	\$35.00
Two Events	\$45.00
Three Events	\$55.00

**Football is considered a three event

Ticket manager/Athletic Director

One Event	\$45.00
Two Event	\$55.00
Three Event	\$65.00

Dance Workers

Dance Supervision	\$45.00
Dance Supervision and set-up	\$55.00

**Each individual may be paid only one of the amounts listed above

2. Employees working at basketball, volleyball or wrestling events must begin work one-half hour prior to the event. Football games require employees to report to work one hour before game time.
3. Classified employees are paid their regular rate of pay for 40 hours of work or less per week and time-and-a-half for time worked over 40 hours per week when in accordance with the Fair Labor Standards Act. It is the responsibility of the school to monitor whether the time worked is overtime and submit the rate of pay on a multiple time sheet roster.

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.

4. A multiple time sheet roster should be submitted to the Administrator of Schools for time worked by employees outside their regular contract time for the above activities and should be coded to 10 xxx xx 9800 1040 190.
5. Compensation for supervision of after-hour activities by selected University of Utah intern assistant principals and Brigham Young University LP interns is included in the stipend they receive. 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 on a limited basis only and with an approval from an Administrator of Schools, the principal may require a non-compensated intern to work a specifically assigned after-hour activity that requires extra supervision. In such rare instances, the high school may submit a multiple time sheet roster for payment at a rate consistent with the athletic director (above). Multiple time sheet rosters should be coded to 10 xxx xx 9800 1040 190.
6. A district invoice will be sent to the school for the amount due plus benefits and payable to the District Office the 25th of the month. Revenue checks from the schools will be credited to this account.

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