

JORDAN SCHOOL DISTRICT
Dr. Anthony Godfrey, Ed.D. - Superintendent of Schools
West Jordan, Utah

Intradistrict Communication

Date: April 5, 2023

To: All Administrators and Administrative Assistants

From: John Larsen, Business Administrator
Sarah Palmer, Director of Payroll

Subject: **Substitute Bonus (extra pay) Charged to Budgets**

Each month, substitutes can receive a bonus (extra pay) based on the number of days they substitute for the District without cancelling a scheduled day. This bonus is intended to increase the wage rate for substitutes who work these extra days. As such, this bonus is charged proportionately to the budgets which paid for the base substitute wages during the month. Therefore, you may see a charge to your budgets for this extra pay for substitutes your budget paid for during the month if the substitute qualified for the bonus.