
Payment guidelines for hourly employees working in an extra-curricular capacity or specific assignments

May 2018

Temporary or event specific assignments (Ex. – gate workers, clock operators and other occasional events)

A \$16/Hour rate will allow all paraprofessionals, café workers, bus drivers and custodians to work events. Document time on the [Miscellaneous Time Sheet](#) for every employees plus an additional [Extra Hourly Time Sheet](#) for all classified employees as documentation of actual hours worked.

On-going or seasonal extra-curricular assignments (Ex. – coaches, club sponsors, etc.)

Principals may recommend hourly classified employees for extra and co-curricular roles under the following conditions:

1. The hourly blended rate of pay is obtained from Human Resources before the employee begins work.
2. Principals shall assign an allotted supplement to the employee for future coaching/extra-curricular responsibilities. The employee will be paid their supplement in monthly checks with the school being responsible for any payment and applicable taxes due in excess of the supplement).
3. Timesheets (utilizing the [Extra Hourly Time Sheet](#) form) must be maintained by the hourly employee, approved by the principal, and all hours must be documented.
4. The employee may not volunteer time.
5. Timesheets must be turned into Human Resources at end of season. Human Resources will notify school of payment due.
6. School will be responsible for any claims and/or disputes made by any employee concerning amounts owed.

Overtime related to the employee's primary job responsibilities shall be paid at 1.5 their hourly rate. (For example, custodians working overtime to clean the stadium, gym, or facilities after a game or event would be paid 1.5 their hourly rate.) Please direct any questions to Human Resources.