2018-19 Non – Athletics EVENT PAY RATES

Schools and Departments must follow this pay schedule for all events. **If you have any question about where a particular employee/job/set of duties falls, please contact Human Resources BEFORE the event, and BEFORE promising a worker a specific pay rate.** Pay for established jobs (for example, tutors, custodians) must follow the published District pay schedules.

If you don’t see the particular job you need to pay, or if you need a pay rate for an established job, please contact Human Resources for direction (human.resources@bvsd.org or x5031).

### Non-athletic events

<table>
<thead>
<tr>
<th>Rate</th>
<th>Job Descriptions/Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>$11.10/hr</td>
<td>Level 1: working under the direct supervision of another employee; no responsibility for students or sensitive data</td>
</tr>
<tr>
<td></td>
<td>Examples: Bond packing/moving</td>
</tr>
<tr>
<td>$15.00/hr</td>
<td>Level 2: Some responsibility for health and safety of children/students or sensitive data</td>
</tr>
<tr>
<td></td>
<td>Examples: Childcare, chaperoning school events</td>
</tr>
<tr>
<td>$25.00/hr</td>
<td>Level 3: Responsibility for the health/safety of students or for the integrity of test results or for coordinating programs</td>
</tr>
<tr>
<td></td>
<td>Examples: Administering and proctoring tests, coordinating building packing for bond, coordinating school wellness program</td>
</tr>
<tr>
<td>$50.00/night</td>
<td>Overnight trips (Outdoor Ed, etc)</td>
</tr>
</tbody>
</table>

**Exempt** employees receive overnight stipend only  
**Non-exempt** employees will also be paid for actual work hours in 24-hr period

### Other considerations

<table>
<thead>
<tr>
<th>Rate</th>
<th>Job Descriptions/Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum rate</td>
<td>For Unit B employees—curriculum development or staff development only</td>
</tr>
<tr>
<td></td>
<td>Other employee groups are not eligible for this rate</td>
</tr>
<tr>
<td>Current pay rate</td>
<td>For individual event workers performing duties similar to their regular position (for example, security monitors doing crowd control, custodians doing cleanup)</td>
</tr>
<tr>
<td>Current pay schedule</td>
<td>For jobs that have a pay rate already established by HR (for example, tutoring)</td>
</tr>
</tbody>
</table>
**PROCEDURES FOR PAYING EVENT WORKERS**

In order to make sure we are paying our event workers correctly (following all applicable federal and state laws and regulations), we have put together the following. Please read through and contact Payroll (payroll.helpdesk@bvsd.org or x5921) if you have any questions about how to pay a given worker.

All event workers must be paid through the District, either through Payroll or through Accounts Payable. Paying an event worker in cash or by check (for example, through a student activity fund) is not allowed.

---

**All event workers, except for middle and high school game officials, must be paid through Payroll, and all workers must be approved to work for the District.** If you want to hire event workers who are not current BVSD employees (including former/retired employees), please contact Human Resources for direction prior to any work being performed. Severe penalties may be assessed against the District if unauthorized individuals are hired for any BVSD job, including event work.

---

**Event Timesheets**

Most workers will be paid on Event Timesheets, at [www.bvsd.org/businessservices/staff/Pages/PayrollStaffOnly.aspx](http://www.bvsd.org/businessservices/staff/Pages/PayrollStaffOnly.aspx). Look for the **Event Timesheet** link on the right under **Forms & How To**.

- Payment for event timesheets will follow the pay periods established for hourly employees. This document is updated each August for the upcoming school year, and is available at the above link. Look for the **Payroll Cutoff Dates for Hourly Employees** link on the left under **Payroll Information for Staff**.
- Event timesheets must be sent in for each event or set of similar events that take place within the same work period (Sunday through Saturday of a given calendar week)—dissimilar events should be sent in separately; events spanning more than one work period should be sent in on separate timesheets for each work period.
  - You may send in one timesheet, for example, for all Boys Basketball games occurring within the same work period, but send in a separate timesheet for Girls Basketball games occurring during that work period.
  - If you have a school camp or other event happening over a weekend, turn in separate timesheets for Saturday and Sunday—do not include both days on the same timesheets.
- Fill in all fields on the event timesheet. Event timesheets must be properly completed, signed by the appropriate administrator, and turned in to the Payroll Office immediately following the event, to give sufficient time for reviewing and processing.
  - Missing data, errors and/or late timesheets may cause a delay in paying the workers listed on those timesheets.

---

**Contracts for Services**

Game officials (for middle and high school athletic events only) will be paid on a Contract for Services. This form can be found at [http://bvsd.org/businessservices/staff/Pages/APStaffOnly.aspx](http://bvsd.org/businessservices/staff/Pages/APStaffOnly.aspx). Look for the **Contract for Services** link on the right under **Forms & How To**.

---

**Weekly school/department timesheets**

Any regular employees working an event in a capacity similar to their normal job duties should have event hours reported on the school/department timesheets, rather than an event timesheet.

This will include, for example, custodians doing cleanup after a school dance, security monitors doing crowd control, treasurers handling money from ticket sales at a football game.

Please contact your school/department timekeeper to coordinate. For each affected employee, please make sure to inform the timekeeper of the date of the event, the number of hours worked, and the event account code to be charged. To avoid causing extra work for the timekeeper, please be sure this information is given prior to the timesheet deadline each week.