DATE REQUESTED _____ REVISED July, 2012

2012-2013

HENDERSON COUNTY SCHOOL SYSTEM
REPORTING FORM FOR EXTRA EMPLOYEE PAY

SCHOOL _____

ACTIVITY/ORGANIZATION_____

DESTINATION_____

DATE FACILITY USED_____

SCHOOL EMPLOYEE TO BE PAID_____

SIGNATURE_____SIGNATURE_____
(Employee) (Principal)

COST CALCULATION FOR THIS AGREEMENT:

Hours Paid	_____	X	$_____	=	$_____
Utility Fee	_____	X	$5.00 per hour	=	$_____
Mileage Fee	_____	X	$1.30 per mile	=	$_____
Athletic Lighting Fee	_____	X	$20.00 per hour	=	$_____
Auditorium Fee	_____	X	$15.00 per day	=	$_____

TOTAL DUE $_____

ACTIVITIES LEGEND	PAY TO BOARD	OVER 40 HRS	EMPLOYEE PAY	OVER 40 HRS
Building Supervisor	$27.74	$41.61	$21.15	$31.73
Custodians	$13.09	$19.65	$ 9.98	$14.97
Cafeteria Supervisor	$17.92	$26.88	$13.66	$20.49
Cook/Bakers	$14.34	$21.52	$10.93	$16.40
Student Workers-Cafeteria	$ 8.10	$12.14	$ 7.25	$10.88
Bus Drivers	$15.38	$23.07	$11.65	$17.48
Admissions Employees	$15.00	$22.51	$11.65	$17.48

The difference in the amount due the Board and employee pay is to cover the cost of matching social security, retirement, unemployment tax and worker's compensation.
*When cafeteria workers are being paid, two sets of forms must be completed:
1. One form for utility costs submitted to Board of Education accompanied by check or cash.
2. Second form for employee paid – submitted to School Cafeteria Account accompanied by cash or check.

PROCEDURE FOR SUBMITTING MONEY, REPORTING FORMS, BUILDING USE FORMS, AND TIME SHEETS TO BOARD OFFICE:
1. Money, reporting form, Building Use forms and timesheets must be submitted together to the Finance Department, Accounts Receivable. Submit Reporting Form in duplicate.
2. The above is to be submitted to Accounts Receivable no later than the 25th of the month.

EQUAL EDUCATIONAL AND EMPLOYMENT INSTITUTION