



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Student Body Salaries and Fingerprinting
of Employees

NUMBER: REF-1265.4

ISSUER: Jeanne Marmalefsky, Director
School Fiscal Services

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ROUTING

Local District
Superintendents
Secondary Principals
Adult School
Principals
ROC and Skills
Center Principals
Financial Managers

PURPOSE: Secondary and adult schools can utilize their student body funds to pay individuals who work during student body activities. The purpose of this Reference Guide is to provide guidance to these schools regarding appropriate salary rates and related information regarding student body employees.

MAJOR CHANGES: No major policy changes. Revisions were only for language clarification.

INSTRUCTIONS: 1. **Salary Authorizations** - Authorizations (Form 34-EHJ-8) should be submitted to the Student Body Finance Section before salaries are paid to student or adult workers. All salary authorizations are valid only for the school year in which authorization was received.

Certificated and Classified Employees

Certificated employees (except school site administrators) and classified employees may be paid from student body funds to perform duties for the Student Body such as supervision, ticket taking, etc., if the individual is not performing duties related to his/her regular assignment, or is not being paid a differential to perform duties related to student body, and the assignment is outside their regular hours.

Based on Federal and State regulations, District employees who perform such duties for the student body as supervision, ticket taking, etc. would not be considered independent contractors. Independent contractors are usually officials for sports, disc jockeys for dances etc.

Current hourly rates

Food Services Branch Employee standby time pay will be equivalent to the 5th step hourly rate of the employee assigned with a 2 hour minimum. Overtime regulations will be observed where applicable.



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Food Services Branch Employee Standby pay on Holidays will be the employee's regular overtime rate.

<u>L.A.P.D. – Police</u>	Patrolman II	\$55.50
	Patrolman III	\$62.00
	Detective I.....	\$66.00
	Sergeant Detective II.....	\$69.50

The above rates are subject to change.

School Police Staff

Schools will be charged the actual earned overtime salary and benefits rate for School Police Staff instead of a flat rate as in prior years.

Adult Assistants

When submitting authorizations (Form 34-EHJ-8) for adult assistants and student workers, please indicate the name, the number of hours per day, days per week, rate of pay, number of months assigned, and nature of job. All salaries may be submitted on one authorization.

Please be aware that the salaries of adult assistants should not be below the State minimum wage. It is suggested that the salaries of adult assistants not exceed \$15.00 per hour.

2. **Fingerprinting of Adult Assistants**

Schools must ensure that all adult assistants have been fingerprinted. New adult assistants must undergo fingerprinting and receive clearance before they can start their assignments. Please call Kim Niblett at (213) 241-6591 for information or appointment.

RELATED RESOURCES:

Publication 465 and Publication 469.

ASSISTANCE:

For assistance or further information please contact your Coordinating Financial Manager, at the local district office.