INDEPENDENT SCHOOL DISTRICT 196
Rosemount-Apple Valley-Eagan, Minnesota
Educating our students to reach their full potential

Series **402.3.3.1AR** Adopted **March 1977** Revised **February 2019**

Title **Compensation for Event Workers**

1. District Procedure 402.3.3.1.2P, Event Workers Voucher Form, must be completed and submitted as follows:

   1.1 Forms for district employees should be sent to the Payroll Department and will be incorporated into the next scheduled payroll according to the employee's cut-off schedule. All appropriate deductions will be made.

   1.2 Forms for non-district employees should be sent to Accounts Payable in the Finance Department. Checks will be issued according to the cut-off schedule.

2. Individual schools may use an electronic version of 402.3.3.1.2P, Event Workers Voucher Form as approved by the District 196 Finance Department.