





**JESSE BACON, SUPERINTENDENT**

ADRIENNE USHER, ASSISTANT SUPERINTENDENT

BRANDY HOWARD, CHIEF ACADEMIC OFFICER

TROY WOOD, CHIEF OPERATIONS OFFICER

**TO:** Dr. Jesse Bacon, Superintendent   
Adrienne Usher, Assistant Superintendent

**FROM:** Althea Hurt, Director of Human Resources 

**DATE:** May 2, 2023

**RE:** Item for the MAY Board Meeting - Summer Clerical Worker at EMS

Principal Antoine Towns of Eastside Middle School requests to hire a summer clerical worker. The person will answer the door and phones. Funding for the position will come from Section 6 funds.

Attachments: Memo Principal Towns

**BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION**



**Eastside Middle School**

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**MEMO for Bullitt County Board of Education**

**April 17, 2023**

**Eastside Middle School is requesting to add summer office clerical worker. The responsibilities for this position include greeting the public and answering phones. This is a part time position from 8:00am to 12:00pm starting on June 5th.**

**Funding for this position will be taken from designated Section 6. The position will consist of working up to 12 total days. See attachment for Wage Calc Sheet.**

# 2023-2024 School Year

## Salary & Fringe Calculation

### Summer Student Worker



Funding Source		SBDM
School Name		EASTSIDE MIDDLE SCHOOL
Description		SUMMER WORKER
Pay Rate		\$ 15.58
Hours per Day		4
Total Days		12
Gross Pay	0896	\$ 747.84
FICA (Social Security) 6.20%	0221	\$ 46.37
Medicare 1.45%	0222	\$ 10.84
Worker's Compensation Insurance 0.41%	0260	\$ 3.07
Total Amount to include in Budget		\$ 808.12

Comments: