

**Subject: Independent Contractors / Temporary Agencies Policy**

**Effective Date: June 08, 2007**

**Approved By: Board of Directors**

**Policy:** It is the policy to comply with all relevant employment and tax laws when establishing a relationship with an independent contractor.

For purposes of this policy, this may include an independent contractor providing instructional or clerical services.

## **Procedure:**

1. Engagement of an Independent Contractor

When engaging the services of an independent contractor, the Executive Director may develop and enter into the service contract, and instruct the accounting department to obtain completion of all forms necessary to verify the status of the service provider as an independent contractor.

2. Engagement of a Temporary Agency

Should the need arise to supplement current staff (secretarial or clerical) with the services of a “temp,” the supervisor or manager shall contact the Human Resources Director for an appropriate temporary vendor. Typical circumstances for the use of temporary help include: special projects, staff absenteeism due to illness or vacation, position vacancies due to terminations or retirement, etc.

3. Financial Management

All expenses incurred through the utilization of the services of an Independent Contractor or Temporary Agency will be budgeted within the School Program Budget.

4.

Original Policy 12/09/02

Revised Policy 06/08/07