

## CONTRACTED SERVICES

**Definition of Contracted Services:** Short-term, temporary position; not regular employment, i.e. has no regular schedule – work is on an as-needed basis for less than 20 hours per week

- Performs one task or function for a specified amount of payment
- Contracted services can not replace allocated units
- Not eligible for benefits, i.e. leave, retirement, insurance
- Criminal Background Search documentation and negative results of a recent TB test must be submitted if individual will work with, or around, students
- Employment is not subject to tenure – continued employment is not guaranteed

### **Additional provisions for Contracted Services:**

- <sup>1</sup> MADISON COUNTY SCHOOLS CONTRACT FOR SERVICES (pg. 36) must be completed and processed through Personnel Office.
- <sup>2</sup> Only contracts with original signatures will be processed.
- <sup>3</sup> Processed contracts will be submitted by Personnel Office to Superintendent for authorization of services.
- <sup>4</sup> Contracted individual should not begin work without Superintendent's authorization.
- <sup>5</sup> A record of time worked will be kept by the individual, approved by the Program Supervisor/Principal, and forwarded to the Payroll Office for payment.
- <sup>6</sup> Non-Employee Consultants will be paid through Accounts Payable within 30 days of written notification by Program Supervisor/Principal that services have been completed.
- <sup>7</sup> Local school funds, or applicable program funds, will be charged for any overtime payments to support employees who perform contracted services.