

MADISON COUNTY SCHOOLS CONTRACT FOR SERVICES

This agreement between _____ (hereinafter called the Contractor) having his/her principal place of business at _____

and the **MADISON COUNTY BOARD OF EDUCATION**, a local education agency, with principal offices located at 1275-F Jordan Road, Huntsville, Alabama, 35811 (Mailing address: P.O. Box 226, Huntsville, Alabama 35804), sets forth the terms and conditions for the provision of payment for contracted services.

WHEREAS, the Contractor will provide the following services: _____

WHEREAS, the Contractor will provide these services on (specify dates): _____ at the following location(s) _____

WHEREAS, the Contractor will be paid a fee of \$ _____ per hr. **OR** \$ _____ per day, plus expenses (itemize or specify 'NONE'). _____ Total payment not to exceed \$ _____ for his/her services. Payment terms are net thirty (30) days following completion of provided services.

WHEREAS, this contract may be canceled by the Contractor, or by the Madison County Board of Education, provided written notice is given by either party fourteen (14) days before the contract date, unless otherwise mutually agreed to by both parties.

WHEREAS, this contract constitutes the entire and only agreement between the parties hereto and may be amended by an instrument in writing by authorized signatures and date thereof with the intent to bound thereby.

MADISON COUNTY BOARD OF EDUCATION

By: _____
Signature of Contractor

Program: _____

Check one when applicable:

- Non-Employee Consultant (Attach W-9)
- Other Non-Employee (Attach W-4 & A-4)

Signature of Program Supervisor/Principal

Signature of Director of Personnel

Social Security No. _____

Signature of Superintendent

Date: _____

Date: _____

Definition of Contracted Services Employment: 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
- Employment is not subject to tenure - continued employment is not guaranteed
- Not eligible for benefits, i.e. leave, retirement, insurance
- Processed contracts will be submitted by Personnel Office to Superintendent for authorization of services
- Contracted individual should not begin work without Superintendent's authorization
- A record of time worked will be kept by the individual, and approved by the Program Supervisor/Principal
- Employees' time sheets will be forwarded to the Payroll Office for payment
- Program Supervisor will sign and submit Non-Employee Consultant Contract to Accounts Payable for payment when service is completed

Must be completed by program supervisor before contract can be processed.

| | | | | | | | | | |
|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| ____/____/____ | ____/____/____ | ____/____/____ | ____/____/____ | ____/____/____ | ____/____/____ | ____/____/____ | ____/____/____ | ____/____/____ | ____/____/____ |
| FUND | AT | FUNCTION | OBJECT | COST CTR | FUNDING SOURCE | APP YR | PROGRAM | SPECIAL USE | % |

Non-Employee Consultant Contract - Services completed and ready for payment:

Signature of Program Supervisor/Principal

Date

Original - Payroll/Accounts Payable

Copy - Supervisor

Copy - Contractor/Employee