

EMPLOYING PERSONNEL WITH LOCAL SCHOOL FUNDS

Local schools, utilizing local school funds, are permitted to employ individuals to work during the school day to perform certain functions in the school, e.g., clerical duties, copying materials for teachers, etc. Schools are allowed to employ individuals in such situations under the following conditions:

1. No one can work more than 15 hours per week;
2. Each person must submit to criminal history background search, pg. 1;
3. Results of a recent (within past year) TB test must be provided;
4. A **PERSONNEL ACTION** must be submitted to the Personnel Office for processing for Board action;
5. For **PERSONNEL ACTION** purposes, these individuals will be titled "Local School Aides";
6. Local School Aides are not regular employees of the Madison County Board of Education and are not entitled to benefits;
7. **The hourly rate of pay will be that of Clerical Aide, Step 0;**
8. These positions will not be announced by the Personnel Office.

Individuals are not allowed to work for payment unless all the above conditions are met. These conditions do not apply to 'volunteers' who provide services but do not receive payment.

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:

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