

PSD ASB PROCEDURES MANUAL	CONSULTANT/CONTRACTUAL SERVICE AGREEMENT	REVISED 3/09
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INTRODUCTION

Personal service contracts are used to initiate an agreement with an independent contractor to provide services to the ASB. An independent contractor is a person/firm, **not an employee of the district**, involved in their own business contracting to provide services to the district that cannot be provided by regular staff.

Examples of services for which an ASB might require a contractual agreement are artists, performers, guest speakers, disc jockeys, musicians, assembly presentations, etc.

PROCEDURES

1. All workers will be tested by the same criteria.
2. An employee of the district generally cannot be paid as an independent contractor.
3. Workers who are determined to be employees must be processed through the Human Resources Department (certificated/classified) and paid at a rate that has been approved for that activity by the Board of Directors.
4. All personal service contracts must have prior approval by the Board of Directors. The Consultant Contract is available on the purchasing intranet website. The form must include the contractor's taxpayer identification number, Unified Business Identifier number (if Washington State business) and consultant signature. Completed consultant contract forms should be submitted to purchasing for processing for Board approval.
5. If the contractor has a business name and a Federal ID number, warrants will be made payable to the business name.
6. Contractors will submit requests for payment on business invoices.

Contractors are required to have a UBI number issued by the Washington State Department of Revenue. If a specific contractor should challenge your request for a UBI number, you should contact the Accounting Department.

Independent contractors must sign the personal services contract. Forms are available under the Purchasing Forms section of the district intranet. Please ensure the forms are filled out completely prior to submission to purchasing. Forms completed incorrectly will be returned.

NOTE: Independent contractors who will have regularly scheduled, unsupervised access to children **MUST** have a criminal background check, including fingerprinting. Check with your Human Resources office for information.

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NOTE: Be aware of possible conflicts of interest, or beneficial interest situations.

RCW 42.23.030 Interest in Contracts Prohibited: No municipal officer shall be beneficially interested, directly, or indirectly, in any contract which may be made by, through, or under the supervision of such officer, in whole or in part, or which may be made for the benefit of his or her office, or accept, directly or indirectly, any compensation, gratuity or reward in connection with such contract from any other person beneficially interested therein.

WAC 180-87-050: Misrepresentation or Falsification in the Course of Professional Conduct: Any performance of professional practice in flagrant disregard or clear abandonment of generally recognized professional standards in the course of any of the following professional practices is an act of unprofessional conduct.