

## **3A.04.600 Contracted Services Policies**

### **601 Outside Service Providers**

The utilization of outside service providers (i.e. independent contractors) and contracted personnel are sufficiently evidenced by:

- A. Service Agreements outlining the terms of the agreement (e.g., responsibilities work requirements, rate of compensation, and nature and amount of other expenses, if any) with the individuals or organizations providing services and details of actual services performed;
- B. Required IRS W-9 form, proof of authorization or licensure and liability insurance certification (among other things) are required before service is rendered or payment is made;
- C. Invoices or billings submitted by consultants, including sufficient detail as to the time expended and nature of the actual services performed;
- D. The use of a management contract for educational administrative services will clearly identify the contractor's performance requirements, including students' academic achievement (if applicable), contractor's compensation and define the school's rights to educational curricula and intellectual property developed.

The use of independent contractors is closely monitored so as not to vary from the rules of the Fair Labor Standards Act and Utah law. The contractor will:

- A. Be free from the school's control and direction in scheduling and performing the service, both under a contract and in fact;
- B. Provide a service that is outside the school's usual course of business or provide a service on a temporary basis;
- C. Not receive any fringe benefits as such, although their fee may include provision for fringe benefits;
- D. Use his or her own letterhead, supplies and materials when billing for services.

The policies contained in this document are subject to change at any time. The Board reserves the right to amend or change them at their sole discretion.

#### **References:**

#### **Policy Review Schedule:**

#### **Policy Monitoring Schedule:**

**Document History:**

**Date Adopted:**

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**Board Chair**

**School Policy:**