

Provo City School District
Policy Series 6000: Finances and Operations

Policy No. 6220

Personal Service/Consultant Contracts

Arrangements to secure the services of an Independent Contractor may be entered into only when the services are so unique, specialized, or highly technical that they cannot be performed economically or satisfactorily by existing district staff.

According to IRS Common Law Standards, Independent Contractors:

1. Provide atypical, infrequent, and nonrecurring services.
2. Provide similar services to other clients and/or businesses outside of the district
3. Engage in entrepreneurial activities in an established business at risk for profit or loss
4. Receive little or no training, supervision or instruction from the district
5. Currently do not receive a paycheck from nor is an employee of the district
6. Are responsible to determine the means and methods to use to perform services
7. Provide their own supplies, equipment, etc., necessary to perform services and cost for such will be included in rate or total fee
8. Maintain commercial general liability insurance to protect against work related injuries and damage to university property
9. Will set their own priorities on time, amount of effort, and hours of work to accomplish services within stated time frame
10. Do not provide services that are similar to those currently being provided by district employees
11. Time period, maximum fee, scope of services are not intended to be modified at a later date

Legal References:

Synopsis

Approved by Board of Education:

January 14, 2014