



**Procedures for**  
**Independent Contractors**  
**Part-time Employees (19.5 hours or less)**  
**Extra Services Contracts (current ACS Employees)**  
**Retired Employee Contractors**  
**Supplemental Contracts (all Academic, Athletic, and Miscellaneous Contracts)**

**2023 - 2024 School Year**

***Effective July 1, 2023***

- **Step One:** Central Office Administrator or Local School Administrator should use one of the following three documents when hiring potential contractors or employees:
  - Independent Contractor Services Agreement (form available on ACS website, HR forms)
  - Part-time Employee (19.5 hours or less)/Extra Services Contract (contract completed electronically via Applicant Tracking Enterprise)
  - Retired Employee contract (form available on ACS website, HR forms)
- **Step Two:** Central Office Administrator or Local School Administrator completes contract form through Applicant Tracking Enterprise (ATE, formerly SearchSoft).
  - Potential Part-time Employees and Independent Contractors must apply for either the Part-time Employee or Independent Contractor job in ATE (formerly SearchSoft). Contractors will need to create a transfer account to apply if they do not have one on file in ATE.
- **Step Three:** Human Resources will initiate electronic Onboarding documents once the contract has been approved.

All contracts must receive final approval by the Superintendent and the contractor must obtain background clearance *prior* to services being rendered. Upon approval, the contractor will receive a welcome email with instructions regarding completing required electronic documents.

**THE CONTRACTOR WILL NOT RECEIVE COMPENSATION UNTIL ALL DOCUMENTS ARE COMPLETE.**

**Independent Contractor Services Agreement**

An Independent Contractor Services Agreement should be completed if employing an individual where the following applies:

- The district does not have the right to direct and control what work is accomplished and how the work is done, through instructions, training, or other means.
- The district will not reimburse for business expenses.
- The district will not provide the facilities or tools used in performing services.
- The district will not control whether or not the worker can make his or her services available to the relevant market.
- The district will compensate the worker by invoice and through Accounts Payable or by timesheet and through payroll.
- The district will not control whether the worker can realize a profit or incur a loss.
- The district has a written contract describing the relationship the parties intended to create.
- The district does not provide the worker with employee-type benefits, such as insurance, a pension plan, vacation pay, or sick pay.
- The district does not denote a permanent relationship with the worker.
- The services performed by the worker are not a key aspect of the regular business of the district.
- The district may negotiate the salary with the worker.

**Part-time Employee (19.5 hours or less)**

Select Part-time on the Contract if you are employing an individual to perform services as defined below:

- The district does have the right to direct and control what work is accomplished and how the work is done, through instructions, training, or other means.
- The district will reimburse for business expenses.
- The district will provide the facilities or tools used in performing services.
- The district will control whether or not the worker can make his or her services available to the relevant market.
- The district will control whether the worker can realize a profit or incur a loss.
- The district has a written contract describing the relationship the parties intended to create.
- The district does not provide the worker with employee-type benefits, such as insurance, a pension plan, vacation pay, or sick pay.
- The district may or may not denote a permanent relationship with the worker.

- The services performed by the worker are a key aspect of the regular business of the district, and
- The district will use the board approved salary schedule in order to establish a base rate.
- The part-time employee will submit a monthly timesheet and receive compensation through the district's payroll system.
- The employee will work a total of 19.5 hours or less per week.

### **Retired Employee Contractors**

Select Retired Employee Contractor on the Contract if you are employing an individual to perform services as defined below:

- The district does have the right to direct and control what work is accomplished and how the work is done, through instructions, training, or other means.
- The district will reimburse for business expenses.
- The district will provide the facilities or tools used in performing services.
- The district will control whether or not the worker can make his or her services available to the relevant market.
- The district will control whether the worker can realize a profit or incur a loss.
- The district has a written contract describing the relationship the parties intended to create.
- The district does not provide the worker with employee-type benefits, such as insurance, a pension plan, vacation pay, or sick pay.
- The district may or may not denote a permanent relationship with the worker.
- The services performed by the worker are a key aspect of the regular business of the district, and
- The district will use the board approved salary schedule in order to establish a base rate.
- The retired employee contractor will submit a monthly timesheet and receive compensation through the district's payroll system.
- The retiree will not exceed the annual limitation on earnings for the calendar year. This limit is provided by the Retirement Systems of Alabama and based upon the Consumer Price Index.

### **Extra Services**

Select Extra Services on the Contract if you are employing a Current Employee to perform *additional services outside of his/her normal work schedule (such as after school tutoring, homebound services, etc.)*

These individuals will submit a monthly timesheet and receive compensation through the district's payroll system.

## **Payment and Compensation Procedures**

In order for Independent Contractors and Employees to receive payment and compensation, the following steps should be followed:

Independent Contractors through Accounts Payable should submit their signed invoices monthly (one full month per invoice) to **Stephanie Toxey** and **copy the appropriate Central Office Administrator**. Sample invoices are available in Microsoft Office. ***Independent Contractors*** should be responsible **for completing and submitting their own invoices to ensure that we do not jeopardize their Independent Contractor status.**

Retired Employee Contractors should submit their timesheets to the bookkeeper at the end of each month. The timesheet entries should be logged electronically so that the hours are automatically calculated. The electronic timesheet is located on the ACS website under Finance or HR Forms.

Part-time employees and employees with extra services contracts should **submit their signed timesheets by the 5<sup>th</sup> of each month to the appropriate Central Office Administrator**. The Central Office Administrator should sign the timesheet confirming that there are funds available in the budget, and submit the signed timesheet to **Renee Cofer** in the Finance Office. The timesheet entries should be logged electronically so that the hours are automatically calculated. The electronic timesheet is located on the website under Finance or HR Forms.

## **Supplements**

Supplemental Contracts are paid on a monthly basis, per semester, or in June. However, supplements are separate and apart from the regular salary schedule.

- **Step One: Central Office Administrator, Local School Administrator, or Athletic Director should initiate the contract through ATE (formerly SearchSoft). The employee will be notified when the contract process is complete.**

**All supplements must receive final approval by the Superintendent.**