

Paying for services instructions

If you have a service you want to pay for, follow these steps –

1. Check if the person is an independent contractor by using the **Independent Contractor Determination Worksheet**. If you check boxes in #3 on the worksheet, submit the worksheet to the district's business manager who will make a determination.
2. **If they qualify**, the steps for independent contractor through the district's business office are:
 1. Submit a **Request for Services** (RFS) to your site administrator who will submit it to the Business Services department. The following must be included on the RFS:
 - a. Start date
 - b. End date
 - c. Total contract amount
 - d. Budget paying for the service
 - e. Administrator approval
 2. Business Services will give the person a **contract** that states start date, end date, total hours allowed to work and rate of pay. The person agrees to a background check and signs the contract.
 3. Once the background check is complete and the contract is signed by both parties, the Business Services Director will contact the administrator to let them know when the employee is cleared to begin work. **Work cannot commence prior to this approval.**
3. If a service **does not** qualify as an independent contractor, they can be paid on a temporary services basis (casual labor). Please note:
 - a. These services do not qualify under either of the district's collective bargaining agreements and must never resemble the job descriptions the district has under our CBAs.
 - b. The service is paid from the **Rates of Pay** schedule published each school year by the district office and kept in HR.
 - c. The employee cannot exceed 120 days of work within a 12-month period commencing with the first day of service (OSEA CBA).
 - d. There are associated cost added (PERs, workers comp, etc) on top of the rate of pay that will be paid for by the budget paying for the service.

The steps for temporary service payroll (casual labor) through HR are:

1. Submit a **Personnel Action Form** (PAF) to your site administrator who will submit it to the HR department. The following must be included on the PAF:
 - a. Start date
 - b. End date
 - c. Total hours they will work
 - d. Budget paying for the service
 - e. Administrator approval
2. HR will give the person an **offer letter** that states start date, end date, total hours allowed to work and rate of pay. The person signs the offer letter.
3. Once the offer letter is signed the person fills out new employee paperwork and is fingerprinted.
4. HR will contact the administrator to let them know when the employee is cleared to begin work. **Work cannot commence prior to this approval.**

INDEPENDENT CONTRACTOR DETERMINATION WORKSHEET

Provider: Please complete this form along with a W9 if Self-Employed, Partnership, or Professional Corporation to determine whether or not the District can consider contracting with the Provider as an Independent Contractor or if the Provider should be hired as casual labor. Contact Business Services Director at BusMgr@ashland.k12.or.us.

BUSINESS NAME: _____

DATE: _____

DEPT PROVIDER IS WORKING WITH: _____

PHONE: _____

EMAIL ADDRESS: _____

FAX: _____

INDICATORS OF INDEPENDENT CONTRACTOR STATUS	YES	NO
1. Is the Provider employed by another PERS employer OR has been an employee of Ashland School District within the last 18 months (i.e. paid any money by our payroll department)?	Go to # 2	Go to # 3
2. Is the Provider doing the same work for this project that the Provider did when employed by Ashland School District?	Go to # 4	Go to # 3
3. Does the Provider meet the legal definition of an Independent Contractor (ORS 670.600) as evidenced by the ability to certify to a majority of the statements below? Read the statements below: Check Yes or No as each applies to the Provider. There is no established point as to what answers constitutes an Independent Contractor or Casual Labor -the District will make the final decision.	Go to # 5	Go to # 4
3a. Provider, in the provision of the services:		
Is free from direction and control over the means and manner of providing the services?		
Is customarily engaged in an independently established business?		
Pays his/her own business travel expenses?		
Is licensed under ORS Chapter 671 (Architects; Landscape Professions) or 701 (Construction Contractors) as required, and/or is responsible for obtaining other licenses or certificates?		
3b. Provider, in the independence of the service work shall:		
Maintain a separate business location from the District (a home office is acceptable)?		
Determine how the desired results will be achieved?		
Retain significant control over the means and methods of performing work, including hiring and firing its employees?		
Bear the risk of business loss in providing the services, as shown by factors such as: a) enters into fixed-price contract; b) required to correct defective work; c) provides warranty and/or insurances such as indemnification, liability, performance bonds, or errors and omissions insurance?		
Provide services or do similar work for other agencies with a 12-month period, or routinely engages in business advertising, solicitation or other marketing efforts reasonably calculated to obtain new contracts to provide similar services?		
3c. Provider has a substantial investment in his/her chosen trade or business such as:		
Furnish her/his own tools?		
Independently maintain business registrations, professional or occupational licenses (or both)?		
File Federal and State income tax returns in the name of his/her business?		
4. The Provider must be hired as Casual Labor. Submit PAF to site administrator.		
5. The Provider may be hired as an Independent Contractor. Email or interoffice mail this form to Business Services Director for final determination.		

ASHLAND SCHOOL DISTRICT
REQUEST FOR SERVICES

Please print; fill in all blanks.

Name _____

Business Name (if applicable) _____

Will the individual be working unsupervised with students? Yes No
(If yes, contractor must pay fingerprinting fee of \$87)

Services will be provided at (name of site) _____

Description of Service (responsibilities; days and hours, if applicable) _____

Date Services Begin _____ Date Services End _____ Contract Amount \$ _____

Name of District Employee who Hired Individual _____

Check funding source: Student body General Fund Title 1 Title 2 SpEd

Account Code _____

Signature of Administrator _____

Print Name and Title _____

District Office Use:

Date Received _____ Approved By _____

Ashland School District
PAF for Temporary Service



Inspiring Learning for Life

<p>Service Provider Information</p>	<p>Name _____ Address: _____ Phone number: _____ Email: _____</p>
<p>Position</p>	<p>School site/Department Name: _____ Position title: _____ Duties: _____ Start date: _____ End Date: _____ Hours per day _____ Days per week: _____ Total hours to work (not to exceed): _____</p>
<p>Budget</p>	<p>Check all that apply: <input type="checkbox"/> General Fund <input type="checkbox"/> Grant * <input type="checkbox"/> Federal Funds Budget code: _____ *Name of Grant: _____</p>

Administrator: please do not approve unless all information is included.

Principal, Director, Supervisor approval: _____ Date: _____

Rate of Pay _____

HR Director Approval _____ Date: _____

Approved Declined

Signature: _____ Date: _____