

Benton School District

Memorandum of Understanding For Temporary Employment

Section I

Employee: _____

Name of Program: _____

Dates of Work: _____

Hours of Work: _____

Rate of Compensation: \$ _____ per _____

Other Conditions:

This memorandum of understanding for temporary employment is designed to place in writing the conditions under which the parties have agreed. Both parties understand that this is not to be an "employment contract," and no guarantee or assurance of employment is granted by either party by their signatures.

Section II

A. Approved by _____ Date: _____
Employee

B. Approved by _____ Date: _____
Principal/Supervisor

C. Approved by _____ Date: _____
Director of Personnel

D. Approved by _____ Date: _____
Chief Financial Officer

Section III

Budget Code: _____

This memorandum of understanding for temporary employment is designed to place in writing the conditions under which the parties have agreed. Both parties understand that this is not to be an “employment contract,” and no guarantee or assurance of employment is granted by either party by their signatures.

A memorandum of understanding shall be completed by Principal and/or Supervisor and submitted to the Director of Personnel at least 10 days prior to board meeting. A memorandum of understanding for temporary employment shall be submitted for board approval prior to temporary employment.

The definition of temporary employment for these purposes is any employment that does not require an employment contract or is outside the contracted amount of an existing employee. This does not apply to substitutes.

Examples: Temporary Custodial, Grounds, Maintenance, Technology, Auditorium, Athletic and Transportation workers; Professional Development stipends for workshops; Pathwise stipends; Special Programs such as ACT Prep, Saturday School, Benchmark Academy, After School Tutoring, Summer School, Homebound, Jump Start, Extended School Year

Procedures

- 1) Principal/Supervisor completes Section I, Section IIA & IIB, and submits to Director of Personnel at least 10 days prior to board meeting.
- 2) Director of Personnel obtains completion of Section IIC-D and School Board of Directors approval.
- 3) Accounting Office completes Section III.

A memorandum of understanding for temporary employment does not take the place of a timesheet.