PERFORMANCE CONTRACT – PROCEDURES

A. The superintendent shall have the authority to sign contracts in the following categories:

1. All previously budgeted and specifically detailed services over $2,500 and up to $5,000.

2. Special projects approved by the Board above $2,500 but less than $5,000.

3. Other services not previously budgeted – up to $2,500.

Contracts that exceed the amounts specified above and/or all other contracts not specifically covered above in excess of $2,500 shall be submitted for Board approval.

B. Directors and authorized department heads:

1. Directors and department heads shall review all requests for performance contracts and determine:

   a. If the request is appropriate,

   b. Adequately describes the activity to be performed,

   c. Is within and specifically detailed in the budget if over $500 and,

   d. Meets provisions of Board policy.

2. No performance contract over $500 shall be processed unless it is specifically detailed in the budget. Specifically detailed shall mean that the contractor is known and the approximate cost of the contract is identified.

3. The director or department head will route the request form to the human resources office to review the performance contract to ensure it conforms to Board policy and administrative regulation. The human resources office will send the performance contract to the business office to verify budget and funding.

4. When the approved request for performance contract is returned, the director or
department head will write out the performance contract.
5. If the total amount to be paid on the contract is $1,000 or less, the director or department head will do the following:

a. Negotiate the contract with the independent contractor and after receipt of the independent contractor's signature, forward the signed contract with the request form to the business office.

b. Monitor the work performed by the independent contractor.

c. Upon completion of the work, the supervisor will send a completed 1099 form to the business office.

6. If the total amount to be paid on the contract is more than $1,000, but does not exceed $5,000 for a budgeted expenditure, the director or department head must first secure the signature of the superintendent prior to performing step 5 above.

7. Director and/or department head submitting a performance contract requiring Board approval will submit the proposed contract to the superintendent's office to be placed on the Board agenda. At the same time the department head will supply the superintendent's office with a brief "needs assessment" which describes why the performance contract is being requested. Once the contract is approved, the procedure outlined in 5 above shall be followed.

8. When the services are completed, the department head secures the required signatures on the 1099 form confirming that the job has been satisfactorily completed and submits the form to the business office for payment. The department head shall attach all invoices and receipts to the 1099 form submitted to the business office.

9. An evaluation document will be filled out on all services rendered. The director and/or department head will review the evaluations on contracts up to $5,000. Evaluation of contracts over $5,000 shall be submitted to the superintendent for his/her review. All evaluations shall be maintained for three years and be available for Board review.

10. Budgeted performance contracts of a recurring nature may be issued without Board approval as long as the total amount budgeted is not exceeded.

ADMINISTRATIVE REGULATION

Approved: November 18, 1986