



Department: Human Resources
Policy Number: HUM-A054
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ADMINISTRATIVE POLICY

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

FUNDING OF CONTRACTED STAFF BY OUTSIDE AGENCIES

It is the policy of the Clarksville-Montgomery County School System (CMCSS) to allow booster clubs and other outside agencies to fund additional supplemental positions with approval of the principal or designated assistant principal. Contracts (BUS-F006) will include the following:

- List of services expected must be agreed upon and documented,
- Amount for services must be paid to the school bookkeeper prior to the service being provided to pay the contractor after services are performed,
- Contracted payment cannot exceed CMCSS supplements, and
- Contractor must submit to a background check to be reviewed by the Human Resources Department.

It is the responsibility of the principal or designated assistant principal to interview and contract the qualified candidate.

Definition:

Contractor: A person who contracts to furnish supplies or perform work at a certain price or rate. Examples of a contractor for the Clarksville-Montgomery County School System may include, but are not limited to, assistant football coaches, assistant band instructors, color guard instructors, choreographers, camp assistants, etc.

Associated Documents: Contract for Professional Services – Template (BUS-F006)
Contract Routing Sheet (BUS-F007)

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
7/29/09		Initial Release
11/17/10		Review, no revisions.
3/04/13	A	Added review by Human Resources Department to background check requirement.

***** End of Policy *****