

## **SUBJECT: SPECIAL PROJECTS CONTRACTS AND INCIDENTAL EMPLOYEE AGREEMENTS**

Special Projects Contracts and Incidental Employee Agreements are agreements between the St. Lawrence-Lewis BOCES and persons who can provide services of a specialized, unique or immediate nature which may not otherwise be provided by regular staff.

Special Projects Contracts and Incidental Employee Agreements shall be used to facilitate the delivery of services to divisions within BOCES and agencies served by BOCES in cases where temporary assistance is needed.

All Special Projects Contracts and Incidental Employee Agreements must receive approval by the District Superintendent or his/her designee. Any and all expenses connected with the service must be included in the total sum to be specified in the contract.

Types of services must be classified in the following Temporary Support Service categories:

- a) Consulting - Provides advice, guidance, planning assistance, etc.;
- b) In-Service Workshop - Provides instructional services at workshops or courses provided by St. Lawrence-Lewis BOCES;
- c) Curriculum Development - Provides assistance in providing new curriculum programs and materials;
- d) Other\*.

\*In the case of a need to obtain other temporary services which do not fall in the above categories, a rationale shall be presented along with the Special Projects Contract or Incidental Employee Agreements form indicating why it is appropriate to temporarily obtain the service.

Adopted: 7/10/02