

Consultants - Employment

Section 1. General. From time-to-time the need arises for the East Allen County Schools to employ individuals and/or firms as consultants on short-term assignments for instructional and non-instructional purposes. The Superintendent is authorized to employ said individuals or firms for which appropriations are provided in the annual budget and which services shall not exceed \$5,000 in any budget year. Employment of individuals or firms not provided for in the annual budget or services which may exceed \$5,000 in cost must be approved by the Board of School Trustees.

Section 2. Procedure.

1. Individuals or firms contracted on a short-term assignment for instructional or non-instructional purposes shall be employed by the use of Form Ad-55.
2. The administrator requesting the employment of an individual or firm shall complete Form Ad-55 and have it signed by the individual or firm providing the services.
3. After Form Ad-55 has been signed by the individual or firm providing services, the form will be presented to the Superintendent and Executive Director of Business/Chief Financial Officer for approval.
4. Individuals or firms who are not provided for in the annual budget will be presented to the Board of School Trustees for approval upon recommendation of the Superintendent.