



## **Chico Unified School District**

1163 East Seventh Street, Chico, CA 95928-5999  
(530) 891-3000

**Administrative  
Regulation:**

**#3600**

**Section: 3000**

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### **CONSULTANTS AND INDEPENDENT CONTRACTOR AGREEMENTS**

The district may enter into an agreement with consultants or independent contractors for services that are not provided by employees of the district or for services that District employees are not able to perform.

1. The use of consultants/independent contractor contracts may be approved by the Superintendent and/or Superintendent designee according to the signing limits and authority for expenditures and purchases. (See AR 3300)
2. All consultant/independent contractor contracts shall be brought to the Board for ratification.
3. Recommendations for Consultant Services
  - a. Student Body Funds

Recommendations for consultant services that will be funded via student body funds may be initiated by certificated school personnel. The school principal or designee may approve or deny the request. If the consultant services are to be utilized on an ongoing basis, the school principal must confer with the Assistant Superintendent of Personnel prior to approving the agreement.
  - b. All Other Funds

Recommendations for consultant services shall be initiated by a principal, director or assistant superintendent. Requests will then be submitted to a district authorized administrator for approval. The district administrator may approve or deny the request. If the consultant services are to be utilized on an ongoing basis, the district administrator must confer with the Assistant Superintendent/Personnel prior to approving the agreement.
4. An individual written contract or the District Independent Consultant Agreement (Form #BS-10) shall be signed by the consultant and authorized administrator before the consulting services are performed.
5. Confirmation that services were performed as per agreement is the responsibility of the recommending representative.
6. A file of all consultant agreements will be maintained in the Business Office.
7. Services provided by incorporated/non-profit independent contractors such as Chico Creek Nature Center and Butte Environmental Council will be confirmed via a district purchase order rather than a consultant agreement BS-10 form. Additionally, the BS-10 form is not required for services such as athletic officials, scorekeepers, timekeepers, etc.
8. In the event that Chico Unified students are able or are commonly employed to complete the work or service desired by the District or School Site (i.e. student store helpers, athletic event assistants, student event organizers, etc.) the following process will be followed:
  - a. The position will be advertised to make known to the student body so that all students have the opportunity to apply for the position.
  - b. An interview process will be organized so that all students will have an opportunity to present



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themselves as the most deserving candidate for the position. Each student will be interviewed by at least of a two-person panel.

- c. No staff member may participate on the interview panel if any applicant is a family member or relative.
- d. In the event that no appropriate CUSD students express interest in the position, the same process will be followed for non-student applicants.