

**Linn Benton Lincoln
Education Service District**

Code: **DJCA**
Adopted: 7/8/98
Revised: 10/12/05
Readopted: 5/09/07

Personal Services Contracts

The Board recognizes the need to contract for professional services provided by independent contractors who are not associated with a firm or company and are not employees of the ESD. The ESD may enter into a personal services contract with a current employee only when the individual meets independent contractor status in accordance with state, Public Employees Retirement System (PERS) and Internal Revenue Service (IRS) requirements.

The contracts may be of short duration for activities such as staff development workshops, consulting or for a longer period of time to provide services such as specific types of therapy.

The superintendent will develop a professional service contract and the related forms and procedures to assure the contracts are appropriately initiated and executed and maintain a file of all signed contracts.

END OF POLICY

Legal Reference(s):

ORS Chapters 279A, 279B and 279C

[ORS 332.075](#)

[ORS 670.600](#)

[OAR 459-010-0030](#)

INTERNAL REVENUE SERVICE, PUBLICATION 1779: INDEPENDENT CONTRACTOR OR EMPLOYEE (2005).

Cross Reference(s):

DJC - Bidding Requirements