

BCSD Guidelines for hiring and paying Independent Contractors

-Classroom instructor/independent contractor to be fingerprinted per the Board of Cooperative Educational Services form (attached)

-Classroom instructor/independent contractor to have a contract signed by committee chair. This contract includes a sentence which asks for contractor insurance/hold harmless

-Classroom instructor/independent contractor to submit a W9 with signed contract (attached)

-Upon completion of class, classroom instructor/independent contractor to fill out a BVESA request for payment form (attached) signed by contractor confirming days worked and total amount to be paid, attaching any invoices. Contractor to submit receipts for materials purchased. BVESA request for payment sheet must be approved and signed by committee chair and BVESA co-president prior to submitting to treasurer for payment.

-Classroom instructor/independent contractor to expect payment in a timely fashion. The expected turnaround time is estimated at 2 weeks once all paperwork has been approved and signed and submitted to treasurer.