

CONTRACTED EMPLOYEE SERVICES

Hours are recorded on a daily basis by the contractor on a time sheet form (STCAI form "Employee Overtime/Compensatory Time Authorization") that encompasses one – two weeks. The form includes the date of days worked, total hours, contracted hourly rate and a total of compensation due. This form is submitted by the contractor bi-weekly or monthly and it is then reviewed by the President or Management Company Representative or his assignee with the contractor present. Corrections if any are made and approval is given for payment by the President or Management Company Representative in the form of his signature/initials on the document. The document is then submitted for payment through the accounts payable process.

Reference: Charter School Office Audit Request

History: New: 03/06/2008; Revised: 3/11/2010