

## Service Agreement Process

### What is a Service Agreement?

A Service Agreement is created in order to compensate an individual for work that is temporary in nature (one year or less), and is not funded through a permanent position. Often a Service Agreement is created by an administrator who hires an existing CPS staff member to perform additional work outside of his /her regular duties. Examples of these types of Service Agreements include tutors, high school club advisors, afterschool site coordinators, teachers and assistants, and various special projects. Service Agreements also may be used for individuals who are not current CPS staff when the position is temporary in nature (one year or less). Examples of these types of Service Agreements include athletic coaches, instructors for special or elective classes, and afterschool tutors.

### *Service Agreements Requirements*

- Service opportunities valued at \$1,000 or more must be posted by the Human Resources Department prior to a Service Agreement being awarded to an individual.
- Existing CPS employees who receive compensation through a Service Agreement for additional duties must insure that these additional duties are performed outside of regularly scheduled work hours.
- Compensation must adhere to existing collective bargaining contract language.
- Any non-CPS employee who may potentially have unsupervised access to students must have a CORI.

Beginning in FY11, Service Agreements should be used only for temporary service opportunities that will be performed by an individual who will receive a payroll check for these services. Service Agreements will not be used as contracts with consultants, social service or other non-profit agencies, mental health agencies, or any group or individual paid through the vendor/purchasing system. This is an important distinction—if the service provider is a vendor who must be paid with a vendor check rather than a payroll check, do not use the Service Agreement Form. The Request for Contract Form should be used for these types of contracts. The Request for Contract Form is available on-line on the Finance Department Forms page. The link to the Finance Department Forms page is located on the Teachers/Staff tab under the section entitled “On-line Forms and Services.”

### How is a Service Agreement initiated?

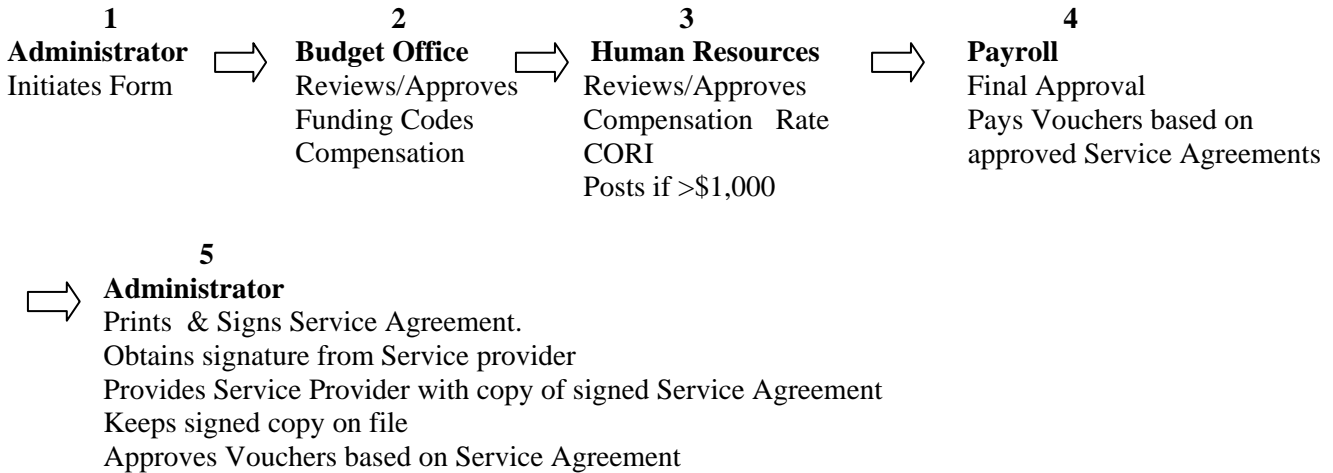
Beginning August 2010, all Service Agreements must be entered into **SchoolStream**, an online forms manager system. This system may be accessed via the CPSD web site ( <http://www.cpsd.us/> ). The link to the School Stream staff log-in is located on the Teachers/Staff tab under the section entitled “On-line Forms and Services.” Any administrator who wishes to create a Service Agreement may initiate the process by logging into SchoolStream and opening the form entitled “Service Agreement.” Detailed instructions for entering completing a service agreement form via the School Stream on-line forms manager system are available on line on the Finance Department Forms page. Contact the Human Resources Department to set up a SchoolStream username and password if you do not have one.

**Service Agreements GREATER than \$1,000:** Any Service Agreement that has a value of \$1,000 or more must be posted prior to a hiring decision. The Human Resources Department will automatically post the position upon receipt of the form via SchoolStream. When a Service Agreement has a value of \$1,000 or more, the Administrator should enter all required fields (indicated by a red asterisk), but should NOT enter a service provider name. After the posting period, the Administrator will review the applicants and will notify Human Resources of the selected service provider. Human Resources will then enter the name, address and other pertinent information, and will approve the Service Agreement.

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**Service Agreements LESS than \$1,000:** The SchoolStream Service Agreement Form should also be used for service opportunities valued at less than \$1,000. While posting is not required, other review and approval is necessary and will be expedited using the SchoolStream application. For Service Agreements of less than \$1,000, the Administrator should enter all fields on the form, including the name, address and other information about the service provider.

The following is a graphic representation of the SchoolStream Service Agreement form review and approvals process:



### **How is the Administrator notified of an approved Service Agreement?**

After each review has been completed the administrator will receive an email which lets him/her know the status of the Service Agreement. The Budget Office will review each Service Agreement for availability of funding. Compensation will be reviewed to ensure consistency with collective bargaining unit contract language. If changes are required the administrator will be contacted by the Budget Office. After the Budget Office review, the Service Agreement form is forwarded to the Human Resources Department for review, posting and final approval. After the Human Resource Department has approved the Service Agreement, it is forwarded to the Payroll Office. When the Payroll Office receives the form, notice of final approval is sent to the administrator via email.

### **How is the Service Provider notified of the approved Service Agreement?**

Upon notification of final approval, the administrator should go into SchoolStream and print the Service Agreement. He/she should sign the bottom of the form and get a signature from the service provider. The administrator should provide the service provider with a signed copy and maintain a copy for his/her records.

### **How are payments to the Service Provider processed?**

Payment vouchers submitted by the service provider for duties associated with the Service Agreement must be reviewed and approved by the Administrator prior to submission to the Payroll Office. Each Administrator is responsible for keeping track of the total amount paid for each Service Agreement to ensure that the total compensation amount does not exceed the Service Agreement value. Payment Vouchers Forms are available on-line on the Finance Department Forms page. The link to the Finance Department Forms page is located on the Teachers/Staff tab under the section entitled "On-line Forms and Services."

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### **How are Service Agreements increased?**

If a Service Agreement must be increased, a memo requesting an amendment should be sent to the Chief Financial Officer for approval prior to any additional work or compensation.