



Directions for Short-term Assignment Agreements- August 2017

The intent of this signed Agreement is to make clear that classified employees and substitute teachers who take additional work outside of their regular work are being classed as short-term employees. The Agreement outlines the terms of employment in short-term status.

It is important to note the beginning and end dates of the assignment on each Agreement. You can use actual dates (for testing for example), semester dates, or if the activity is seasonal for sports, use approximate season dates including CIF.

Keep a copy of all Agreements for each academic year in electronic format. This can be in the form of one scan of all Agreements for a particular activity. HR will ask for a copy of Agreements at the end of each year in electronic format. Keep copies for three years.

Standardized Test Proctoring

The Agreement should be signed by the employee before his/her first test proctoring assignment- PSAT exam, AP Test Window, etc. One Agreement Should be signed for each test event, i.e. PSAT/PLAN in the fall, and a separate one for AP testing in May. Use one Agreement for SAT and/or ACT if your site hosts those tests, and list dates of all exams.

Saturday School

The Agreement should be signed by classified employees (except CCAs) or substitute teachers supervising at Saturday School. Employees should sign a new Agreement each semester. List dates of Saturday School on the Agreement.

Assistant Extra-curricular Support

The Agreement is signed by all classified employees and substitute teachers taking the assignment. As most of these positions are tied to a sport's season, the beginning and end date should be the beginning and end date of the season, including potential CIF participation. You may also use a Semester option, one for each semester. Note: Sites can still use independent contractor agreements for some VAPA assignments.

CELDT Tester/Interpreter

Use this Agreement for classified employees, substitute teachers, or retirees from IUSD who are working as summer/seasonal CELDT testers or Interpreters. Date the Agreement by Session A July 1 – Dec 31 and Session B Jan 1 – June 30. Use the same dates for Interpreters.

Seasonal (summer) Custodial and M&O (warehouse, etc.)

The agreement should be signed by substitutes or new employees who work custodial at the beginning of the short-term assignment before work begins. This will be completed in Human Resources upon initial hire for new hires. Beginning and end-dates are noted on the agreement.