

SIATech, INC.

The Board of Directors recognizes that at times SIATech may need to use the services of individuals or firms to supplement the services provided by its regularly employed personnel. Permission to hire and funds to cover the associated expenses shall be approved by the following process:

Consultant

Consultants are identified as persons or firms providing services and advice to SIATech in areas such as financial, accounting, legal, technology, educational, engineering, or administrative matters. The Internal Revenue Service has developed guidelines to assist schools and districts in determining whether the individuals/entities providing consulting services are properly defined as consultants. The completion of “Questionnaire for Engaging Independent Contract Consultants in Accordance with IRS Regulations” will help clarify whether the requestor shall proceed with the request for consulting services or whether a request should be initiated to hire the individual as a limited term employee or other type of employee.

All staff members recommending the employment of a consultant are responsible for making the determination by using the questionnaire.

Conflict of Interest

Disclosure shall be required when, in the opinion of the Board of Directors or responsible official of SIATech, a consultant is in the position to influence an organizational decision in which he/she might be reasonably be expected to have financial interest. Disclosure shall include investments in, and income from, a business entity or activity involved in selling or leasing property, materials, equipment, supplies, or services in any way related to area(s) in which the consultant is rendering service. *Such disclosure statements shall be considered by the responsible SIATech official in making a decision on whether to retain the consultant.* Normally this will be the management employee requesting the service. Disclosure statements are not required on total amounts under \$500.

Full-time Employees of Another Public Agency (e.g., Public College or University, School District, Charter School, or County Office of Education)

Such employees who serve as professional consultants are required to certify as a part of consultant agreements that they will not receive salary or remuneration, other than vacation pay, from any other public agency for the specified calendar days worked.

Contact with Students

Consultants who have signed a performance agreement to provide services at a SIATech site where they will have direct contact with students, must undergo a security screening prior to start of their work. Such consultants must:

- Be fingerprinted in conformance with legal requirements and as a condition of their working agreement with SIATech. Fingerprints are submitted to the Department of Justice and the Federal Bureau of Investigation for screening to assure that no contractor or consultant has been convicted of a crime that would typically preclude their employment by SIATech under those circumstances.
- Obtain a drug screening from a designated lab in their area. A “negative” screening result is required.
- Furnish a chest x-ray certificate or a negative intradermal tuberculin test taken within the previous twelve (12) months, certified by a licensed physician as to freedom from active tuberculosis prior to start of consultation.

DATE ADMINISTRATIVE PROCEDURES ADOPTED BY THE BOARD: 6-21-05