



## PALOMAR COMMUNITY COLLEGE DISTRICT AGREEMENT FOR SERVICES OF INDEPENDENT CONTRACTOR FOR HONORARIUM SERVICES

**THIS AGREEMENT** made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the Palomar Community College District (hereinafter referred to as “DISTRICT”) and

(Hereinafter referred to as “INDEPENDENT CONTRACTOR”)

### WITNESSETH

Whereas, DISTRICT finds that INDEPENDENT CONTRACTOR is specially trained, and experienced and competent to perform special services for DISTRICT (not to be used for Professional Consulting Services, Continuing Education or Contract Education Instructors)

Now Therefore, DISTRICT AND INDEPENDENT CONTRACTOR agree as follows:

INDEPENDENT CONTRACTOR shall provide the following specific services:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DISTRICT shall pay INDEPENDENT CONTRACTOR for professional services at the total contract price of \_\_\_\_\_, (\$\_\_\_\_\_ ) only, inclusive of all associated costs (ie., travel, meals, hotel). INDEPENDENT CONTRACTOR shall make own travel related arrangements.

The contracted services are to commence on \_\_\_\_\_, 20\_\_\_\_, and be completed no later than \_\_\_\_\_, 20\_\_\_\_\_.

**Please note: all signatures must be obtained before the services begin.**

The Commercial warrant in payment of the above described services will be mailed to the INDEPENDENT CONTRACTOR’S street address as shown on Page 2 of this agreement. Payment for services rendered (non payroll employees only) will be made within two weeks from the date of performance, providing that this form is completely filled out, properly executed and submitted to Fiscal Services no later than three working days after final services have been provided. A DISTRICT employee, acting here as an INDEPENDENT CONTRACTOR, will be paid through the payroll system on the next possible payroll.

INDEPENDENT CONTRACTOR shall assume all expenses incurred in connection with, and provide all necessary materials in support of, the performance of this agreement. The fees specified shall be the only obligation of DISTRICT. While engaged in carrying out and complying with any of the terms and conditions of this Agreement, INDEPENDENT CONTRACTOR paid through Commercial Warrant system is not an officer, agent or employee of DISTRICT. The hours worked by the INDEPENDENT CONTRACTOR are not included in computing service required as a prerequisite to attainment of, or eligibility to, classification as a regular employee of the DISTRICT.

Defend DISTRICT, its Board of Trustees, officers, employees and representatives from and against all liability, loss, cost and obligation on account of, or arising from, the negligent acts or omissions of INDEPENDENT CONTRACTOR in the performance of the services herein. INDEPENDENT CONTRACTOR shall provide Worker’s Compensation insurance or self insure their services.



## PALOMAR COMMUNITY COLLEGE DISTRICT AGREEMENT FOR SERVICES OF INDEPENDENT CONTRACTOR FOR HONORARIUM SERVICES

INDEPENDENT CONTRACTOR is responsible for all Federal, State and Local Income taxes related to payments received from this agreement. At end of each calendar year, the DISTRICT will provide INDEPENDENT CONTRACTOR who are DISTRICT employees with a W-2 Statement of Earnings, and all INDEPENDENT CONTRACTORS who are not DISTRICT employees with a 1099 Statement of Earnings.

This agreement may be canceled by either party no less than five calendar days prior to the beginning date of performance (excluding bonafide emergencies which will permit the cancellation of this agreement by either party at any time), providing a written notice is given by the party canceling the agreement.

# \_\_\_\_\_ \$ \_\_\_\_\_  
# \_\_\_\_\_ \$ \_\_\_\_\_

BUDGET LINE ITEMS (Account Code to be charged)

In witness thereof;

INDEPENDENT CONTRACTOR

PALOMAR COMMUNITY COLLEGE DISTRICT

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature: Chair/Director/Supervisor      Date

\_\_\_\_\_  
Social Security #

\_\_\_\_\_  
Signature: Dean      Date

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Signature: Vice President      Date

\_\_\_\_\_  
City and Zip Code

**SERVICES WERE COMPLETED** as of (date) \_\_\_\_\_, 20\_\_\_\_ and I verify that above named INDEPENDENT CONTRACTOR is \_\_\_\_\_, is not\_\_\_\_\_, an employee of the DISTRICT. Payment of \$\_\_\_\_\_, is authorized (not to exceed **\$600.00** and original contract amount).

\_\_\_\_\_  
Chair/Director/Supervisor

\_\_\_\_\_  
Date

**Contract for professional services or exceeding an amount of \$600.00 are not permitted. Contact Business Services for assistance with such agreement.**