



Memorandum of Understanding for Contracted Services

This Memorandum of Understanding (“MOU”) is for contracted services for _____, entered into by and between East Central College, hereinafter called the College, and _____, hereinafter called Contracted Individual. The parties mutually agree to the following:

1. Contracted Individual will not be classified as an employee and is not a current employee of East Central College.
2. Contracted Individual shall provide the “Scope of Work” as set forth in this paragraph of the MOU or the attached addendum to this MOU describing the Scope of Work:
3. Services shall be provided on the College premises or at such other location(s) as may be necessary at such times as shall be subsequently and mutually agreed to. Contracted Individual, agrees to comply with College policies and procedures as well as the policies and procedures of any designated worksite.
4. Contracted Individual, in his/her capacity under this MOU, shall have access to information and materials needed to successfully provide services as outlined in the Scope of Work and same shall be provided by the College.
5. Services shall commence on _____ and shall be ongoing until _____, unless cancelled earlier by either party to this MOU. Either party may terminate this MOU with a written notice to the other party.
6. Payment for the Scope of Work shall be in the amount of _____, except that if either party terminates the MOU prior to its end date, Contracted Individual shall only be paid for work performed up to the date of termination. The College shall pay Contracted Individual as an independent contract. The following procedures apply to the payment:
 - Payment will be processed based on invoice submitted to department supervisor.
 - Payment will be issued no later than 30 days after receipt of invoice.
 - A signed MOU must be on file.
 - College will issue a 1099.
 - GL Account to be used for payment:

Please route according to the numbers below. Human Resources will return the original to the Supervisor. Supervisor will retain the original signed agreement once all signatures are received.

1-Immediate Supervisor/Date

4-Director Financial Services/Date

2-Area Vice President/Date

5-Director, Human Resources/Date

3-College President/Date

6-Contracted Individual/Date