

INTELLECTUAL PURSUIT, INC.

WORK AGREEMENT

This agreement sets the parameters for a limited service contract between _____ and Intellectual Pursuit, Inc. for performance of services in the role of _____ under the project titled, _____. This job assignment is contingent upon continued funding from the contracting agency. The conditions and terms of this agreement as signed by both parties will establish the rules, regulations, and procedures established by Intellectual Pursuit, Inc. for the provision of and payment for individual and group tutorials. The rate of pay as agreed by both parties shall be \$ _____ **per hour** for the term of _____ to _____. This contract will cover a total of _____. No payment will be made for breaks or school closings, holidays, no shows or other time not spent providing tutorial services to our clients.

The staff person is in compliance when the terms of the agreement are met by the tutor for each tutee assigned to him/her during the term of the agreement. In the event of discrepancies about dates, rates, hours, tutoring assignment or tutee eligibility, the IPI administrator reserves the right to make exceptions to the policies regarding payment. IPI will not authorize payment until this agreement is signed by the tutor/instructor each year in which services are provided.

Documentation of tutorial services shall include specific forms in accordance with the requirements of the contract. This agreement shall include responsibilities for the staff member to complete all forms, i.e., time reports, student attendance, assessments, daily logs, evaluation of the sessions. During the term of this agreement other documentation may be requested dependent upon the specific contract data needs, outcomes and written documentation of tutorial services provided.

Time sheet shall be submitted weekly using appropriate forms and reflecting only actual time spent with an individual or group of students while performing legitimate tutorial function in Mathematics. Submission of the hard copy or electronic documentation of time records will constitute formal request for payment for which all information contained on the form shall be considered true and correct. **Falsification of any information in an email or on a payment form will constitute a violation and cause for termination.**

The tutor/instructor agrees to adhere to all terms, rules, regulations, and procedures as follows:

- Authorized tutoring assignments (private, group, satellite locations or special services) can only be given by the staff of Intellectual Pursuit, Inc. Tutors will be contacted by email or telephone with the names, phone number email address and contract dates and authorized tutoring hours per week for each tutorial assignment. Strict adherence to the service contract identifying the authorized hours per week, location of services should be carefully maintained. Changes in the contract will not be honored for payment unless written or verbal authorization is provided by the administrator of IPI.
- Tutors/instructors must attend the requisite tutor training course(s), orientations, and professional development meetings necessary to begin/continue work as a tutor/instructor.
- The Tutor/instructor must submit appropriate document of the outcome of the tutoring session on designated forms provided by Intellectual Pursuit, Inc. and or other entity. Delays in payment will be required if forms submitted are incomplete or reflective of tutorial sessions past two weeks of the session date. Paycheck will be issued on a bi-weekly basis unless the staff person is hired through a third party.
- Tutorials must be discontinued when the clients' contract has ended or the clients has not paid for the sessions as agree to in the service contract. The tutor/instructor cannot continue to provide services to clients in accordance with the non-compete clause statement in the Policy Manual.
- Intellectual Pursuit, Inc. reserves the right to suspend or terminate this contract for reasonable cause or upon receipt of complaints, violations of rules and regulations or other causes. Notification will be given to employees when a suspension or termination of the tutoring contract is determined. Payment for tutorials after issuance of a terminated contract will not be provided for any presumed contractual arrangement. Workers Compensation and Unemployment compensation is not available to temporary workers who have been with the agency for less than two years or independent contractors.

Employee Name _____

Telephone _____ Email _____

Primary Subject _____

Signature _____ Date _____