



# COLLEGE POLICY

<b>Policy Title</b>	<b>Contract for Services</b>
---------------------	------------------------------

<b>Policy number</b>	3202
<b>Date issued</b>	<i>effective 3/15/2017</i>
<b>Responsible office(s)</b>	Academic Affairs
<b>Keywords</b>	academic affairs; service contracts; contract; training contract

## Policy purpose

Madison Area Technical College will arrange to provide certain specified training, services, facilities, resources, staff, and/or products, to agencies, institutions, and business and industry, public or private. These activities will be conducted under the authority of the 38.14 contracting procedure as described in Wisconsin Statute 38.14(3). These activities are authorized to promote the economic development of the District.

## Scope

## Definitions

## Policy

All contracts will be approved each month by the District Board. As the timeliness for initiating a contract may not coincide with the monthly meetings of the District Board, the Board may retro-actively approve contracts at their next regularly scheduled meeting.

The Board will approve any changes to the District pricing model for services.

No employee of a District may receive any additional salary, benefits or reimbursement for expenses for work performed pursuant to a contract for services where that employee is currently being compensated by the District for that work under existing conditions of hire with the district. An employee of the District may receive additional salary, benefits or reimbursement for expenses for work performed through a contract under the following conditions only:

When all teaching or prep work is completed outside scheduled work hours.

If any part of the work must be done during scheduled work hours, the employee must utilize time off (paid or unpaid) to complete the work.

The Provost and designees are responsible for the development of contracts. This includes

- Associate Vice Presidents
- Deans and directors in continuing education, professional development education, early college programs, and workforce development.

All contracts with a foreign government or any business or industry not operating within the state comply with the requirements under s. 38.14 (3) (c) and (d), Wis. Stats.

All service recipients must certify that it does not discriminate on the basis of age, race, color, sex, creed, handicap, political persuasion, ancestry or sexual orientation against;

- Any employee or applicant for employment, in regard to hire, tenure or term, condition or privilege of employment except where there is a bona fide occupational qualification.
- Any student or any applicant for enrollment in regard to admission or privilege of enrollment.

As per Admin Code TCS 8.04(7) - No District resident can be displaced from any program or course solely on the basis of a contract for services with a service recipient.

All payments received by the District from a service recipient will be deposited in the District treasury.

### Links to state/federal regulations

- Wisconsin Statutes Links: [38.14 \(3\) \(C\)](#) AND [\(D\)](#)
- **Admin Code TCS 8.04(7)** - No District resident can be displaced from any program or course solely on the basis of a contract for services with a service recipient.

### Supporting documents

### Related policies