

Regulation Number 5170  
Policy 5120

WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX  
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

ADMINISTRATIVE REGULATION

EMPLOYMENT OF TEMPORARY AND CONTRACT STAFF FROM AN OUTSIDE AGENCY

Temporary and/or per diem contract staff of long duration (more than two consecutive days) shall not be engaged without the express approval of the Assistant Superintendent for Instructional and School Support Services and the Assistant Superintendent for Administrative Services or designee.

Per diem contract staff of a short duration (two days or less) will be engaged with the notification made to the Assistant Superintendent for Instructional and School Support Services and Assistant Superintendent for Administrative Services or designee.

For individuals employed through the payroll system, normal hiring procedures will be followed.