

Policy T.17 (Trustee Services and Expenditures)**Regulation G. Trustee Assistants**

1. At the discretion of each elected Trustee, the Board will enter into a service contract with no more than two independent contractors at any given time. Signed copies of the contracts must be received by Human Services for TCDSB prior to commencement of the contract. No portion of the amount allowed for contracted administrative support which is unused may be carried forward to a future term of office.
2. Administratively, the following rules will apply with respect to independent contractors:
 - (a) Each elected trustee is entitled to contract the services of no more than two independent contractors at any given time throughout their term of office as determined by their respective budget availability.
 - (b) As prescribed by Ontario Regulation 521/01, all independent contractors will, as a pre-condition of the Board entering into a service contract, provide the Board with a criminal background check
 - (c) Each elected trustee selecting the services of an independent contractor, and their respective independent contractor, will both forego the services previously provided by the Board's central administrative support staff employed to provide direct support services to trustees
 - (d) An independent contractor retained must provide their own cellular telephone, computer or printer in order that the trustee assistant's status as an independent contractor is not tainted for Income Tax purposes.
 - (e) Individual office space on TCDSB property, including telephone access, will not be provided to an independent contractor.
 - (f) An independent contractor's service contract will terminate not later than the end of the elected Trustee's term of office but may be renewed on an annual basis
 - (g) Independent Contractors must submit a signed and itemized monthly invoice to the Business Services for payment processing.
3. No independent contractor shall perform duties with respect to an election or re-election campaign of the trustee.
4. Contracts for independent contractors and related documents shall be retained by the Human Resource Services department for audit purposes.