



Heber-Overgaard Schools

"Home of the Mustangs"

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SUBSTITUTE, EVENT AND INTERMITTENT WORKER AGREEMENT/CONTRACT

This Temporary & Event Worker Agreement ("Agreement") is entered into between the Heber-Overgaard USD ("District") and Name: _____ ("Worker"). This Agreement establishes the terms and conditions under which the Worker may provide services to the District in a temporary, part-time, seasonal, or event-based capacity.

1. Position & Assignment

The Worker is engaged in the following role(s) (check all that apply or specify):

- Athletic Event Staff (ticket taker, clock/scoreboard operator, announcer, chain crew, field/court)
- Substitute Support Staff (teacher, paraprofessional, custodian, maintenance, food service, transportation)
- Other: _____

Assignments are **on an as-needed basis** and no minimum number of hours or events is guaranteed.

2. Term of Agreement

This Agreement is effective on **July 1**, _____ and remains in effect through **May 30**, _____, unless earlier terminated in accordance with Section 10. The District may extend this Agreement by written notice. *Agreement is intended for temporary and event-based personnel and does not create a continuing employment relationship.*

3. Employment Status

The Worker is classified as a **temporary, intermittent, non-benefited employee** of the District. Nothing in this Agreement creates an expectation of continued employment, a contract for a specific term, or eligibility for benefits unless otherwise required by law.

4. Compensation

- Pay Rate / Stipend: \$ _____ Hourly Per Event Per Day
- Pay Schedule: In accordance with District salary schedule and payroll practices

All compensation will be reported on a **W-2** and is subject to applicable payroll deductions.

5. Timekeeping

The Worker agrees to accurately report time worked using District-approved time sheet and timekeeping methods. Falsification of time records may result in immediate termination.

6. Duties & Expectations

The Worker agrees to:

- Perform assigned duties in a safe, professional, and respectful manner
- Follow all District policies, procedures, and supervisor directions
- Maintain appropriate boundaries with students and staff
- Report safety concerns, injuries, or incidents immediately

7. Background Checks & Clearance

Employment is contingent upon completion of all required hiring prerequisites, which may include:

- Background check
- IVP Fingerprint Clearance Card
- Substitute Certificate (if needed)

Failure to maintain required clearances may result in removal from assignments.

8. Confidentiality

The Worker may have access to confidential student or employee information. The Worker agrees to maintain confidentiality in compliance with District policy and applicable law, including FERPA.

9. Conduct & Standards

The Worker agrees to adhere to all District policies, including but not limited to:

- Code of Conduct
- Harassment and discrimination policies
- Drug-free workplace policy
- Safety and emergency procedures

10. Termination

Either party may terminate this Agreement at any time, with or without cause, and without prior notice. The District may immediately remove the Worker from any assignment for policy violations or safety concerns.

11. Liability & Risk

Worker understands that participation in school activities and events may involve inherent risks and agrees to follow all safety procedures. Worker agrees to promptly report any injury or accident occurring during duties.

12. Governing Law/Entire Agreement

This Agreement shall be governed by and interpreted in accordance with the laws of the State of **AZ**. This document constitutes the entire agreement between the parties and supersedes all prior understandings. Any modifications must be in writing and approved by the District.

13. Acknowledgement & Signatures

I acknowledge that I have read, understand, and agree to the terms of this Substitute, Event and Intermittent Worker Agreement.

Worker Name (Print): _____

Signature: _____ **Date:** _____

District Representative (Print): _____ **Title:** _____

Signature: _____ **Date:** _____