



Professional Expert Agreement

Petaluma City Schools agrees to contract with _____ for the services performed during the period of _____ (not to exceed June 30th of the current fiscal year).

This agreement covers services that do not meet the criteria for Independent Contractor status and will therefore be compensated through payroll after a monthly pay claim is submitted and approved. All payments will be reported as taxable income on the employee's W-2 form. Applicable payroll deductions, including PERS or STRS contributions where appropriate, will be withheld at the time of payment. This agreement establishes a temporary assignment and does not confer any employment rights or benefits. Execution of this agreement is contingent upon fingerprint clearance, credential verification (if applicable), and a post-offer/pre-placement physical examination (if applicable).

To Be Completed by Requestor

This position is:

☐ Classified ☐ Certificated ☐ Management

Services to be performed: _____

Pay Rate: \$_____ ☐ Hourly ☐ Daily Not to exceed: \$_____ or _____ Hours

Based on position: _____ Step and Column: _____

Budget #: _____ Budget #: _____

APPROVALS

Requested By _____ Date _____

Human Resources Administrator Signature _____ Date _____

Site Administrator Signature _____ Date _____

Director of Budget & Accounting Signature _____ Date _____

Chief Business Official Signature _____ Date _____

THE SECTION BELOW IS TO BE COMPLETED BY HUMAN RESOURCES ONLY

To Be Completed by Professional Expert with HR

Are you presently or have you been a member of:

PERS? ☐ Yes ☐ No

Retired? ☐ Yes ☐ No

STRS? ☐ Yes ☐ No

Retired? ☐ Yes ☐ No

FOR HR USE ONLY

Date Received: _____

Date Processed: _____

Date Fingerprints Cleared: _____

Date Logged on Spreadsheet: _____

Employee Signature _____ Date _____

Revised June 13, 2025