

STATE OF NEBRASKA
DEPARTMENT OF ROADS
INFORMATION SYSTEMS DIVISION
CONTRACT WORKER WORK ORDER

SAMPLE

Agreement Number: RK-____
Supplement Number: ____
Date: ____/____/____
Contractor Number: _____

1. CONTRACTOR AND WORK ORDER INFORMATION:

Contractor Name: _____
Contractor Address: _____

Agreement Date: ____/____/____
Work Order Date: ____/____/____
Work Order Number: RK ____-____

2. PERSONNEL and RATES:

Name	Hourly Rate	Estimated Hours	Starting Date	Ending Date
1.	\$			
2.	\$			

3. PROJECT INFORMATION:

Project Title:
Project Leader:
Project Manager:
Contract Administrator:

4. APPROVED PROJECT RELATED EXPENSES:

Any travel that is directed by NDOR will be reimbursed under the same rules that apply to State Employees.

5. TOTAL WORK ORDER AMOUNT:

Time \$ _____
Expenses \$ _____
Total \$ _____

6. General Working Rules, Work to be Accomplished, and Definition of Deliverables

- A. See attached "Work Rules, Guidelines, and Standards for Management/Supervision of Contract Workers"
- B.
- C.

7. ACCEPTANCE AUTHORIZATION:
CONTRACTOR:

By: _____
Title: _____
Date: _____

STATE OF NEBRASKA – NDOR:

By: _____
Title: Information Systems Administrator
Date: _____

STATE OF NEBRASKA - NDOR:

By: _____
Title: Deputy Director
Date: _____

STATE OF NEBRASKA – IM Services:

By: _____
Title: DAS/IM Services Director
Date: _____

I. Working conditions

1. Standard Work Hours

- A. Contract workers standard work schedule will be approved by the NDOR employee assigned to be their supervisor. Any permanent change to a contract workers work schedule must be approved in advance.
- B. Contract workers standard work schedule, contingent upon approval of their supervisor, will adhere to the department's flextime core hours **unless the supervisor specifies differently**. These are:
 - ✓ work may begin no earlier than 7:00 AM,
 - ✓ work may end no later than 5:30 PM, and
 - ✓ must include a half-hour or full-hour lunch break.
- C. Contract workers will observe the same holidays as state employees.
- D. Any work hours outside the standard work schedule must have prior approval by the NDOR supervisor, unless responding to an emergency situation.
- E. Notify their NDOR supervisor, by phone or e-mail, if something happens that will prevent them from reporting to work as scheduled.
- F. Get NDOR supervisor approval prior to any vacation, sick leave, **or other absence from the office**, if at all possible.
- G. **The contract worker will provide the supervisor a weekly report indicating the days and hours worked by project.**

2. Travel

- A. Normal to and from work travel time is not billable.
- B. Travel as directed by the department will be reimbursed following the standards as defined in DOROI 20-6 unless specified differently on the work order.

3. Supervision

- A. Each contract worker will be assigned a NDOR employee to perform the necessary supervisory functions. This may be different than who acts as their project leader.
- B. Formal individual performance evaluations will be done no more than every 3 months but at least once a year.

4. Use of State Supplied Equipment

- A. The same rules and regulations governing the use of state supplied hardware, software, telephones, and other equipment that apply to state employees will apply to contract workers, **see DOROI 50-1**.

5. Use of Vendor Supplied Equipment

- A. **Contract Workers may supply their own equipment if approved by their supervisor or as directed by the department. The department reserves the right to specify the configuration on the hardware/software used on contract worker's equipment.**

6. State Provided Training

- A. The following is a general policy regarding providing training for contract workers. Contract Workers may attend the same training sessions as the state employees if space is available and that they pay a prorated portion of the training costs, and that the hours in class are not billable. This policy may be modified concerning any of the provisions on a case-by-case basis.

II. Supervisors Responsibilities

- 1. **Ensure that the standard work schedule is adhered to.**
- 2. **Review all invoices to ensure those charged hours reflect actual work hours.**
- 3. **Conduct formal performance evaluations at least once a year but not more than four times a year. [Note: format to be determined]**
- 4. **Approve all requests for vacation, sick leave, or other absence in a timely and fair manner.**
- 5. **Ensure contract workers are provided copies of all policies, rules, and regulations that they need to be aware of.**