

The Right Door for Hope, Recovery and Wellness

Chapter Title	Chapter #		Subject #
Human Resources	HR		520.2
Subject Title	Adopted	Last Revised	Reviewed
Contract Employees	08/10/01	4/10/17	05/16/06; 5/19/10; 2/13/14; 3/24/15; 04/10/17

PROCEDURE

Application

This procedure shall apply to all contract employees of The Right Door for Hope, Recovery and Wellness.

1.0 Definition

Contract employees are employees of The Right Door for Hope, Recovery and Wellness hired on a contractual basis to provide a specific service during a specified period of time.

2.0 Hiring

The Program Manager and CEO, with the assistance of the Human Resources department, shall be responsible for the hiring process of contractual employees.

3.0 Contract Development, Maintenance, and Renewal

- 3.1 The Program Manager, in conjunction with the CFO, will be responsible for initial contract development and renewal negotiations
- 3.2 The initial contract for services and payment schedule shall be developed by the Accountant in conjunction with the Program Manager, with final approval by the CEO.
- 3.3 The CEO shall obtain Board approval for any contractual employee position not previously approved and funded.

4.0 Fringe Benefits

- 4.1 No standard employee benefits are provided. However, at their own expense, contract employees may participate in the agency's health, vision, dental, and other employee optional benefits, including voluntary term-life insurance, AFLAC, and flex-benefits plans, during the period in which the contract employee maintains a schedule of availability equal to or in excess of 30 hours per week.
- 4.2 Contract employees who meet certain eligibility requirements shall be automatically enrolled in the Money Purchase Retirement Plan.

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- 4.3 Contract employees shall be responsible for paying the full premium amount of any elected insurance, which The Right Door for Hope, Recovery and Wellness shall withhold pre-tax.
- 4.4 Contract employees are not eligible for short- or long-term disability or group-term life insurance.
- 4.5 Contract employees shall receive no paid time off (PTO), holiday pay, or any other pay for hours not worked.
- 4.6 The Right Door for Hope, Recovery and Wellness shall be responsible for providing contract employees with worker's compensation coverage, unemployment coverage, and professional liability insurance coverage.

5.0 Orientation and Supervision

- 5.1 The Human Resources department shall be responsible for maintaining and monitoring contract employee orientation, benefit administration, and personnel-related information.
- 5.2 The Program Manager shall be responsible for supervision and performance evaluations of the contract employee.

6.0 Payment for Service

- 6.1 Services are paid on a fee-for-service basis or flat fee/hourly rate paid by the service.
- 6.2 The Program Manager shall be responsible for ensuring that payments are approved only for those services authorized and provided.
- 6.3 There shall be no reimbursement for transportation expenses, except when included in contract.
- 6.4 Contract employees shall be paid through the agency's bi-weekly payroll system, with deductions made for any elected insurance benefits.
- 6.5 ICCMHA shall withhold and pay all applicable employee taxes.

7.0 Termination of Services

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Either employee or employer may terminate the contract relationship at any time according to The Right Door for Hope, Recovery, and Wellness' policies/procedures.

Robert S. Lathers, Chief Executive Officer	Date		