



Policy: Independent Contractors

ChildNet Number: CN 010.016

Original Approved Date: June 2, 2003

Policy Revised Date(s): May 2010, June 16, 2010, July 9, 2014

Policy Sunset Date:

COA Standard(s): ASE 3.03, HR 5.04, 6.04, 7.06, AS 13.04, FIN 2, 2.02

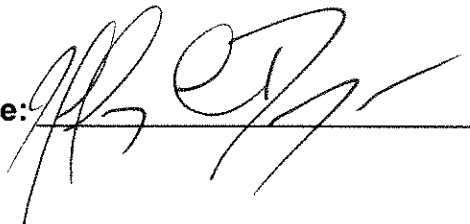
Statement of Policy

This policy provides direction for establishing contracts between ChildNet and an independent contractor. Agreements are developed to ensure that the provider is held to the highest possible standards for service quality, accountability, economic efficiency and service effectiveness.

Scope

To ensure maximum effectiveness of expenditures through the use of an independent contractor while remaining in compliance with the Internal Revenue Service

Board Chair's Signature:



Date:

07-29-14



Procedure: Independent Contractors

ChildNet Number: CN 010.016

Original Approved Date: June 2, 2003

Procedure Revised Date(s): May 2010, June 16, 2010, July 9, 2014, March 20, 2018, October 19, 2022

Procedure Sunset Date:

COA Standard(s): ASE 3.03, HR 5.04, 6.04, 7.06, AS 13.04, FIN 2, 2.02

Definitions (If any):

Independent Contractor – Solely for the purposes of this policy an independent contractor is defined as a person or business who performs services for ChildNet, with the exception of client related services, under an express or implied agreement. See also CN 015.004 – Network Provider Contractual Standards and Relationships.

Statement of Procedure:

- A. ChildNet follows the IRS's Publication 15-A as a guide in determining whether a worker is an employee or an independent contractor. These factors help ascertain whether sufficient control is present to establish an employer-employee relationship.
- B. All independent contracts must be reviewed by the Chief Financial Officer (CFO) to ensure that:
 1. The contract does not place the organization at financial risk.
 2. The expense is an approved budget item.
- C. Necessary background checks and proof of professional license should be submitted with the signed contract as determined applicable by the CFO.
- D. All contractual agreements must be signed by the Chief Executive Officer (CEO) or designee.
- E. The CFO, Director of Contracts or designee maintains a contract file with the expiration dates of all contracts to ensure timely negotiation and/or renewal.
- F. Paid consultants are prohibited from having direct or indirect financial interest in the assets, leases, business transactions, or professional services of ChildNet.

G. Independent Contractor Performance Assessment Plan:

1. The contractor is responsible for making sure that his or her performance meets the terms and conditions in the contract. ChildNet is responsible for monitoring performance and holding the contractor accountable for his or her performance.
2. To ensure that contractors are providing the highest level of performance, all independent contractors working under a contract with ChildNet are measured based on the objectives stated in their contract.
3. The director of the department that each contractor's work falls under evaluates, assesses, and documents the performance of that contractor.
4. At a minimum, performance is assessed either at the end of the job, when the terms and conditions of the contract have been fulfilled, or each year, prior to renewing a contract, for contracts that are renewed annually. Additionally, performance may be assessed at any time while the contract is being carried out.
5. If the assessment reveals unacceptable performance or noncompliance with the contract, the director will notify the contractor, and the contractor will be given an acceptable time frame (depending on the deficiency) to correct the problem. If the problem is not corrected within the given time frame, the director will notify the CFO for action. If the contractor does not agree with the noted deficiency, the director will notify both the CFO and Chief Legal Officer to make a final decision.
6. The method of assessment (e.g., surveys, interviews, surveillance, random sampling, etc.) is at the discretion of the Director performing the assessment.

President's Signature: _____

Date: _____

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10/31/22