

**BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

SUBMITTED BY: Kathleen Swantek	DATE SUBMITTED: 09/22/82	SECTION: Human Resources	
BOARD APPROVED ON: 09/22/82	DATE REVISED: 05/01/15	SUBJECT: Contractual Employees	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 12/21/16, 12/19/18, 12/16/20, 12/16/2022		POLICY #: ED-006	PAGE #: 1 of 1

I. APPLICATION

The provisions stated herein shall apply to any person or business employee on a contract for service basis to perform specific services for Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It is the policy of the organization that individuals or businesses hired on a contract for services basis will be limited to perform the services specified in the contract and will not be involved in any other aspect of the organizations operation unless specifically designed to do so by the executive director and an addendum added to the contract specifically stating the additional responsibilities.

It is the policy of the organization that individuals or businesses contracting for services with the organization are self-employed and therefore responsible for their own tax liabilities, fringe benefits to their employees, and insurance including workman's compensation and FICA.

III. DEFINITIONS

Contractual Employee: Any person or business representing themselves to be self-employed who enters a contractual arrangement with the organization for specific services. The contract shall include services to be performed, amount of reimbursement, and length of time contract is to be effect.

IV. NOTIFICATION/PROCEDURE

WHO

DOES WHAT

Executive Director

1. Assesses organizational needs for specific services including ability to pay for such services.
2. Draws up a contract with the individual or business specifying the nature of the services, the amount to be reimbursed, and length of time of contract.
3. Presents contract to the board of directors for approval
4. Upon approval, implements terms of the agreement.