

INDEPENDENT CONTRACTOR – Procedures

I. Purpose

- A. To establish guidelines for how contracts are offered, approved and evaluated for independent contractors and to ensure that ERC is in compliance with all DOL and IRS guidelines for determining if this individual meets independent contractor criteria.

II. Independent Contracts Procedures

- A. All independent contractors working for ERC shall be in compliance with all state and federal laws and program licensing standards.
- B. All contractors must meet all professional licensing requirements and perform to acceptable standards of professional delivery and conduct, ERC Policies and Procedures and ERC Code of Ethical Conduct.
- C. All independent contractors must have been checked against the Federal Exclusion list to ensure they have not been excluded from a federal health insurance program.
- D. All contracts must have the approval of the Executive Director or designee and be within approved budget parameters.
- E. The Executive Director is the only person authorized to sign off on contracts.

III. Procedures for Contract Templates for Independent Contractors

- A. Human Resources maintains templates of all contracts
- B. Human Resources will have ERC's attorney review contract template annually


IV. Annual Contract Procedures for Independent Contractors

- A. Around June 1st of each year, the Human Resource department forwards contract audit to Program Directors.
 1. Program Directors evaluate satisfaction of services of contractor and make contract recommendations.
 2. If satisfactory, Program Director signs off on new contract and returned to Human Resources.
 3. If unsatisfactory, Program Directors recommend not renewing contract and makes recommendation to HR for new contractor.
 4. A letter giving thirty (30) days' notice will be sent to the contractor stating that the contract will not be renewed.
- B. All independent contractors must have a signed Business Associate Agreement that complies with HIPAA law.
 1. The Human Resources department retains all original contracts, contract evaluations and contract audits.

Reviewed / Approved by

- HR Director reviewed and approved procedure on 3/20/2017.

Reviewed and approved by Director of Administration


Lynne Keller, Director of Administration


Date

Printing this document may make it obsolete. For the latest version of these procedures, always check the ERC website at www.ercinc.org/AboutUs/Policies.