



Consultants and Contractors

Administration
Policy No. 1011

Revision Date: December 16, 2013

Policy Statement

The Richland County Recreation Commission from time to time contracts with organizations and individuals to perform certain duties or to accomplish certain projects. This policy is being implemented to assure that all consultants and contractors performing services for the Richland County Recreation Commission are aware of their obligations.

Guidance:

Consultants and Contractors are not RCRC employees and are responsible for all necessary federal, state, and local taxes and withholdings. The Richland County Recreation Commission bears no responsibility for providing any Liability Insurance, Workers Compensation Insurance or Unemployment Insurance.

Contract Staff (External):

1. The Richland County Recreation Commission will furnish the Consultants/Contractors with an appropriate skills checklists and/or a description of the service required to fulfill the agreement between the Consultant/Contractor and RCRC.
2. The Consultant/Contractor will be responsible for assuring appropriate licensure, registration or certification of all contracted employees used by The Richland County Recreation Commission.
3. The Consultant/Contractor must provide appropriate documentation supporting the competency to perform agreed upon work.
4. The Consultant/Contractor may be required to provide evidence of coverage of in-force worker's compensation insurance.
5. The Consultant/Contractor will comply with any applicable Richland County Recreation Commission policies and procedure including but not limited to Drug and Alcohol abuse policies.
6. The department manager is responsible for orienting the Consultant/Contractor of the Richland County Recreation Commission, to include procedures of payment, policies

and procedures and performance expectations. Any in- processing required by The Richland County Recreation Commission, such as ID badges and new employee orientation must be cleared through Human Resources.

7. The department manager is responsible for ensuring that the Consultant/Contractor performs the duties outlined in the description of the service required to fulfill the agreement between the Consultant/Contractor and RCRC.
8. Should the department manager detect a deficiency in the Consultants/Contractors performance, the Consultant/Contractor and RCRC relationship may be terminated.
9. Agency's Consulting/Contracting with RCRC that have employees are expected to follow the same procedures outlined in this policy. If an employee of the Consulting/Contracting Agency does not meet the performance standards of RCRC the Agency will be contacted to have that employee removed from the work area and to obtain a replacement-contracted employee.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: December 16, 2013
(Date Approved)

APPROVED: J. Marie Green
J. Marie Green, Chair

For more information about this policy, contact the Executive Department.