

St. Andrews Parish Parks & Playground Commission

Policy Manual

Section:	6	Topic:	Program Contractors
Policy Number:	3		
Page:	1 of 1		

SAPPPC also makes use of independent program contractors to enrich the lives and activities of SAPPPC program participants. This policy does not apply to contractors who perform maintenance, repairs, and construction for the agency. It is intended for contractors who offer programs and activities.

Department heads are responsible for recruiting, training and monitoring the independent contractors in their programs.

Independent contractors are accepted without regard to race, color, religion, sex, national origin, age, handicap, veteran status, marital status, family status, sexual orientation, political affiliation, genetic records, or any other protected class. The only exception occurs when sex or age is a bona fide occupational qualification or in cases wherein an individual program has specific, valid conditions related to the contractual position.

SAPPPC generally defines a contractor as an individual (or firm) who contracts directly with the agency to perform services according to his own manner and method, free from control and direction of the agency in all matters connected with performance or service, except as to results or product of work, and to the guidelines in the following paragraph necessary to ensure the safety of SAPPPC participants. SAPPPC uses the 20 Factor Test supplied by the Internal Revenue Service to make a final determination on “independent contractor” status.

Because independent contractors of SAPPPC serve the public, including a large number of children, all prospective independent contractors over the age of 18 are required to pass criminal background checks before being accepted, as specified in the Criminal Background Check policy. Criminal background checks will also be conducted on an annual basis on independent contractors. For the same reason, at the discretion of the Executive Director independent contractors may also be required to undergo “for cause” drug or alcohol testing as described in SAPPPC’s Substance Abuse policy.

Independent contractors must comply with SAPPPC values, policies, and procedures. Should any independent contractor fail to do so, his services to SAPPPC may be terminated, and future contractual opportunities denied.

For each independent contractor, SAPPPC maintains on file a current contract, signed by both the contractor and the Executive Director, defining the relationship and arrangements between it and the contractor. Independent contractors receive a Form 941 at the end of each year per IRS guidelines.

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SAPPPC appreciates the time and effort given by all its independent contractors!

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