



St. Michael and All Angels
Cambridge Junction, Michigan

Contract Labor Policy (Proposed)

Purpose:

To have a clearly written policy regarding procedures for maintenance work on the church and on the church property.

Responsible Officer:

The Jr. Warden or a member of the Vestry that is appointed by the Vestry for a one-year term.

Work Performed with No Contract Labor:

The Jr. Warden, or appointed member of the Vestry, has the authority to purchase materials with no authorization from the Vestry under the following conditions:

1. The purchase falls under the Building Maintenance line item in the approved budget.
2. There is money available in the approved Building Maintenance line item.
3. No contract labor will be used to complete the work.

Work Performed with Contract Labor Under \$200.00:

The Jr. Warden, or appointed member of the Vestry, has the authority to purchase materials & contract labor if the TOTAL amount (labor & material) to complete the work is \$200.00 or under, when the following conditions are met:

1. The Jr. Warden, or appointed member of the Vestry, must communicate to the Vestry the following prior to the start of the work:
 - a. Name of the Contractor
 - b. Total Amount of the work to be completed
 - c. Brief scope of work
2. There is money available in the approved Building Maintenance line item.
3. Receive Certificate of Insurance or have a signed waiver prior to work being scheduled.
(See Insurance Requirements Below)

Work to be Performed with Contract Labor Over \$200.00:

The Jr. Warden, or appointed member of the Vestry, DOES NOT have the authority to purchase materials & contract labor if the TOTAL amount (labor & material) to complete the work is over \$200.00. The Jr. Warden must obtain and present 3 bids for ALL work involving contract labor to the Vestry for approval. Once a bid is approved and a copy of the company's Certificate of Insurance (COI) or a signed waiver is received, the Jr. Warden may contact the contractor to begin the work. *(See Insurance Requirements Below)*

Insurance Requirements for Work to be Performed with Contract Labor

Companies with Employees:

Companies that are contracted to do work at St. Michael's that intend to use employees to complete the work **MUST** have **Workers Compensation Insurance** and **MUST** supply St. Michael's a copy of their **Certificate of Insurance** (COI) prior to the work being scheduled. If the company cannot provide a (COI) then the company **MUST** be **disqualified** and the Vestry will have to approve another bid.

Companies without Employees or Individuals:

Companies that are sole proprietorships and individuals that are contracted to do work at St. Michael's that do not have Workers Compensation Insurance **MUST** sign a **Waiver of Insurance** on an annual basis.

The only exception to this is Employees of St. Michael's that are covered under our Workers Compensation Insurance.

Accepted By the Vestry on January 13, 2013

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