

## RECREATION AND PARKS DIRECTIVE #9

**TITLE:** **Independent Contractors**

**DIRECTIVE:** The Department does not assume responsibility for the payment of independent contractors. The following requirements are to be addressed before an independent contractor is assigned to utilize a Recreation and Parks facility, including School-Recreation Centers.

1. The Department of Recreation and Parks reserves the right to review and approve individuals selected by the recreation council to be an independent contractor.
2. All independent contractors working in youth programs are required to have a background check and undergo the same screening process as department part-time employees.
3. All independent contractors must carry appropriate General Liability Insurance with a limit of coverage not less than \$200,000 per individual claim, and \$500,000 per total claims that arise from the same occurrence.
4. Before performing services, the Contractor/Vendor shall provide Baltimore County, Maryland, with a Certificate of Insurance on forms provided by the County, evidencing the required coverages and including Baltimore County, Maryland, and its affiliated Recreation and Parks Council as an additional, named insured.
5. A formal agreement must be signed by the contractor and the Recreation and Parks Council. A sample agreement is attached.
6. Renewals or new contracts are required for returning instructors prior to the start of a new season or year.
7. No independent contractor is to be assigned space in a facility if a contract expires or is voided.
8. The Recreation and Parks Council should clarify in writing how salary and program expenses are to be paid.
9. Recreation and Parks staff should review procedures with regard to facility use to include opening, closing, facility security, and emergency procedures.