
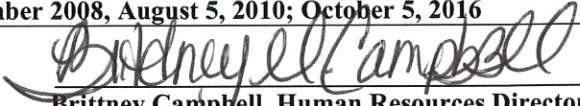




**COBB COUNTY COMMUNITY SERVICES BOARD  
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

Page 1 of 1

<b>Policy # 4077</b>	<b>Contract Staff – HR Requirements</b>
<b>Origination Date: March 2004</b>	
<b>Revision Date: April 2006; September 9, 2009, April 5, 2012, May 13, 2013</b>	
<b>Reviewed Date: June 2005; June 14, 2007; September 2008, August 5, 2010; October 5, 2016</b>	
<b>Approved:</b> 	
<b>Bryan G. Stephens, Interim Executive Director</b>	<b>Brittney Campbell, Human Resources Director</b>

**POLICY:**

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board, hereinafter referred to as “the CSB”, to assure that contract providers meet the qualifications necessary to carry out their responsibilities.

**PROCEDURE:**

- A. The Business Office under the direction of the Chief Financial Officer shall have the responsibility of contract management for the CSB.
- B. All contract providers will meet the CSB’s minimum qualifications for the services provided.
- C. Individual contract providers who provide services to clients must submit the following items to the Human Resources (HR) Department prior to the provision of services under the contract:
  1. Application or resume.
  2. Copies of licenses/certification.
  3. Proof of required insurance, i.e. Malpractice; Liability.
  4. Proof of acceptable Criminal Records Investigation and Fingerprinting results processed within the last 30 days. CSB employees are exempt from this requirement if there is no break in services between employment and start of contract. This information will be retained in the HR department
  5. Drug Screen results, processed within the last 30 days. CSB employees are exempt from this requirement if there is no break in services between employment and start of contract. This information will be retained in the HR department.
  6. Completed Individual Contract Provider Orientation package.
  7. Current Georgia Driver’s License and acceptable 7-year Motor Vehicle Report (MVR) at initial contract and annual updates. This requirement applies only to contract providers who transport clients.
- D. Contract providers will be subject to random drug testing.
- E. If the Contract provider does not furnish the items specified in C-4 and C-5 the CSB may require the contract provider to undergo these checks; Criminal Records Investigation and Fingerprinting and Drug Screen.
- F. Contracts are reviewed annually. Renewal of an individual’s contract indicates that the provider has met the CSBs’ requirements of the contract and satisfactorily performed their job.