

MENDOCINO COUNTY POLICY #28	COUNTY EMPLOYEES PERFORMANCE SPECIAL COUNTY SERVICES AS CONTRACTORS
ADOPTED: July 19, 1994	ADOPTED BY: Minute Order

No County department or agency may recommend the County contract for special services with County employees unless it can be demonstrated to the Board of Supervisors or to the Board's designee that an exception should be made when it can be demonstrated that the interests of the County are best served by authorizing the contract.

In determining whether an exemption should be granted, the following factors shall be considered:

1. After seeking informal bids, there is no other contractor qualified to perform the specialized service.
2. There are no County employees available to perform these services in their regular course and scope of employment.
3. Interdepartmental assignment of employees to perform these services is not feasible.
4. The desired special service is to be provided on a limited term, or emergency or sporadic basis.
5. Whether the contractor is a true independent contractor pursuant to IRS and EDD guidelines.
6. The employee has no conflict of interest under the County's Conflict of Interest Code and any applicable state or federal regulations.
7. Compensation for services performed shall not exceed the employee's hourly rate of pay and shall be paid in accordance with Chapter 3.04 of the Mendocino County Code.
8. The contract does not violate provisions of a County collective bargaining agreement.