



STAFF POLICY

The Executive Board of Colorado/Wyoming CCIM Chapter 12 has determined that the Chapter requires support from paid staff in order to meet the obligations to its members. The staff selected by the Chapter must be a subcontractor, and is responsible for understanding their own tax and insurance obligations and liabilities.

Decision to Contract

The majority vote of the Executive Board is required in order to execute a contract for staffing with a subcontractor. It is the responsibility of the Executive Board to provide the documentation to support the due diligence related to the final decision to enter into the contract.

Decision to Amend Contract

The majority vote of the Executive Board is required in order to execute a contract amendment for a current staff subcontractor. It is the responsibility of the Executive Board to provide the documentation to support the due diligence related to the final decision to amend the contract. See "Compensation Policy" if the amend includes compensation.

Decision to Terminate Contract

The majority vote of the Executive Board is required in order to terminate a subcontractor contract. It is the responsibility of the Executive Board to provide the documentation to support the decision to terminate.

Job Description

A job description and scope of services must be included in the contract documents and maintained.

Annual Review

An annual review is required between the contracted staff and the current President and President-Elect. The contracted staff may invite one other member from the Executive Board to the review. The review must be documented and complete no later than December 31st for the services provided within that year.

Probation/Replacement

It is the responsibility of the Executive Board to ensure that the entire scope of services is being provided and a level of quality required by the Chapter. If the scope of services is not being provided at the level satisfactory to the Executive Board, it is required that the Executive Board provide the staff with an "Improvement Plan" to be executed over a 30 day period. If the services improve, the probation can be lifted. If the services do not improve, it is the responsibility of the Executive Board to terminate the contract and work toward finding replacement staff.

Approved: 6/25/2013
Revised: 1/22/2015; 1/19/2016