

Title:	Request for Employment/Subcontractor/ Consultant Agreement	Effective Date:	10/01/2013
Author:	Cathy Oblea	Last Review Date:	03/03/2022
Location:	All Locations	Last Revision Date:	03/03/2022
Functional Area:	Legal		

POLICY

All Liberty employees, subcontractors and consultants must have written agreements in place prior to their start date and for the duration of their tenure with Liberty.

PROCEDURE

The assigned Recruiter or the Hiring Manager shall submit a Request for Employment/Subcontractor/Consultant Agreement Form (Request Form) along with a Job Description for employees or a Scope of Service for subcontractors to Liberty's Legal Department (Dept.) to initiate the drafting of an agreement. The prompt and accurate submission of information contained on this form is important. Inaccurate, incomplete or missing information or documentation will cause delays and may result in an incorrect agreement being drafted. Submission three business days in advance of the start date for standard agreements and seven business days for non-standard agreements is requested. The Dept. will process these requests as quickly as possible. The Request Form can be found under the Legal and Business Insurance section of the forms folder on Employee Self Service (UKG will take the place of ESS later this year) or the Shared Directory/General Access/Forms/Legal and Business Insurance/Request for Employment Subcontractor Consultant Agreement Form. Only the current version of the Request Form should be submitted to the Dept. The Dept. will ensure that all necessary approvals, including but not limited to credentialing approval, will be obtained in advance of releasing the agreement. The agreement will be sent to the employee/subcontractor/consultant via DocuSign to review and sign unless there is an extenuating circumstance that will require a different method.

In the event that there is a significant change of status of an existing employee/subcontractor/consultant a Change of Status (COS) Form alone may not be sufficient; a new agreement or an amendment to the existing agreement may be required. Some examples are: an employee/subcontractor/consultant 1) changes from full-time to part-time and is no longer receiving PTO or health benefits; 2) receives a pay decrease; 3) or in some cases changes from part-time to full-time. Any questions regarding what circumstances warrant such a change should be directed to the Dept.

Note: Only the President or his designee may sign agreements on behalf of Liberty.

Approved By: _____

Revision History

Version	Date	Author	Summary of Changes
#1	10/01/2013	Cathy Oblea	Policy Created
#2	03/08/2021	Cathy Oblea	Policy reviewed with various changes made throughout
#3	03/03/2022	Cathy Oblea	Reference to UKG as replacement for ESS