

## TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 4.10

### EMPLOYMENT OF PROGRAM ENROLLEES BY BOARD EMPLOYEES

Employment as used in this policy means engagement in work for which remuneration is customary (includes, but is not limited to babysitting, lawn mowing, assistance with moving, janitorial/custodial tasks).

This policy shall apply to all Board employees.

It is the intent of this policy to inform Board employees that engagement of the services of program enrollees to perform tasks outside of the normal programming scope is viewed as employment.

Remuneration at the usual or prevailing wage is expected for program participants who perform personal work for Board employees.

In order to comply with all applicable federal, state and local regulations, it is suggested that the services of the enrollee be arranged through the Adult Services Business Operations Department.

The payment of services to a program enrollee will be billed to the appropriate board employee through the Adult Services Business Operations Department to ensure the proper payment and/or deductions of all taxes.

Adherence to this policy will provide an assurance for both the enrollee and the employee of compliance with ethical and legal standards.

Adopted: 1/26/98

Updated: 7/24/2012