



1560 N Sandburg Terrace
Chicago, IL 60610

P: 312.654.1560
F: 312.654.2082
jameskilmercondo.org

EMPLOYEE SIDE JOB POLICY

A side job is defined as any repair, decorating or remodeling that the Association does not normally undertake, and which an employee performs for direct payment from an Owner or Resident. The following guidelines apply to all such side jobs:

1. Side jobs must be performed after the normal work shift or on an employee's day off, but not during an employee's break or lunch.
2. No employee may contract with a unit owner/resident for work that can be performed as part of the employee's regularly assigned duties.
3. The employee performing the side job must be in "civilian" clothes and not in his or her building uniform.
4. The employee performing a side job must use his or her own tools, materials, supplies and/or equipment. At no time may Association tools, material supplies, and/or equipment be borrowed and/or used during side jobs.
5. The resident must be informed that you are off duty and completing the repair as an independent contractor and will not be covered by the property's liability or Workman's Compensation insurance. The unit owner and service provider must sign the **RESIDENT/OWNER REQUEST FOR SIDE JOB** form and return it to the management office prior to the side job being initiated.
6. The resident must be informed that any communication regarding this repair, either at the present time or in the future, shall be with the employee making the repair, and shall not be directed to the Board of Directors or Management. All communication must occur when the employee is off duty and not during working hours.
7. The employee assumes full responsibility for any work performed and understands that any injury sustained will not be covered under Workers' Compensation Coverage.
8. In the event an employee accepts a side job, the employee also accepts any risk, including liability for damages, personal injury, and unit owner dissatisfaction.
9. Any employee performing work for a unit owner/resident must register the entire scope of such work and the schedule therefore with Management.
10. Any employee caught performing a side job during his or her regular work hour will be disciplined accordingly.

I have read and agree to the above policies:

EMPLOYEE'S SIGNATURE

DATE

PRINTED NAME

RESIDENT/OWNER REQUEST FOR SIDE JOB

The undersigned **resident/owner**, for himself/herself, his/her heirs, executors, administrators and assigns, hereby agrees to indemnify and hold harmless the James Kilmer Condominium Association, its Board of Directors, Managing Agent, successors and assigns from any and all claims, liabilities or damages, including consequential damages, to persons or property caused or resulting in any manner from work or services provided by _____, when such person(s) is working outside his/her employment by the (Name of Association) for or at the request of a resident/owner.

The parties understand that the Association's insurance does not cover either party for this work or services.

Signed this _____ day of _____, 20__.

Resident/Owner

Unit Number

SERVICE PROVIDER/INDEPENDENT CONTRACTOR REQUEST

The undersigned **Service Provider/Independent Contractor**, for himself/herself, his/her heirs, executors, administrators and assigns, hereby agrees to hold harmless the James Kilmer Condominium Association, its Board of Directors, Managing Agent, successors and assigns from any and all claims, liability or damages, including consequential damages, to persons or property caused or resulting in any manner from work or services provided by **the undersigned** when working outside his/her employment by the James Kilmer Condominium Association for or at the request of _____, resident/owner of unit _____.

The parties understand that the Association's insurance does not cover either party for this work or services.

Signed this _____ day of _____, 20__.

Service Provider/Independent Contractor

Service Provider/Independent Contractor

(To Be Executed in Triplicate: One copy to be retained by Resident/Owner; one copy to be retained by Service Provider/Independent Contractor; one copy to be returned to the Association's Management Office.)