

CAEHA Contracting Procedure



Submit contract request for environmental health services with:

- Scope of Work
- Full or Part Time
- Length of term
- Pay Rate
- % of time in/out of office (Contract Manager)

Determine work acceptance and if CAEHA has sufficient financial reserves
(Contract Manager/Exec Director)

Work not accepted (Exec Director)



Advise jurisdiction CAEHA will not accept work
(Contract Manager)

Work accepted (Exec Director)

Determine employment classification – ABC Test
(Contract Manager/Exec Director)

Referred to PEO 3rd Party

CAEHA charges 15% for Contract Management

Independent Contractor

Identify qualified worker
(Contract Manager)

CAEHA contracts with the jurisdiction – includes local jurisdiction’s indemnification and insurance requirements (boiler plate)
(Contract Manager)

Contracts approved by CAEHA Executive Committee and signed by President

Contracts signed with Independent Contractor
(Contract Manager)

Employee

CAEHA identifies list of qualified workers
(Contract Manager)

CAEHA contracts with the jurisdiction – includes local jurisdiction’s indemnification and insurance requirements (boiler plate)
(Contract Manager)

Contracts approved by CAEHA Executive Committee and signed by President

W-4, Auto Deposit form and CAEHA timesheets forwarded to employee to complete
(Contract Manager)

Timesheets entered in PayrollCentric system for pay periods from the 1st-15th, paid by the 26th, and 16th-31st, paid by the 10th
(Contract Admin)

Justin Malan, Executive Director
(916) 448-1015
Justin@ccdeh.com

Sheryl Baldwin, Contract Manager
(530) 676-0715
Sheryl@ccdeh.com

Patti Rosol-Cary, Contract Administrator
(714) 262-1721
Patti@ccdeh.com