



1560 N Sandburg Terrace  
Chicago, IL 60610

P: 312.654.1560  
F: 312.654.2082  
jameskilmercondo.org

## **Summary of Building Employee Side Job Policy and Agreement**

### **JAMES KILMER CONDOMINIUM ASSOCIATION**

#### **What you should know when hiring an employee of the building to perform work in your unit.**

An employee that works directly for an owner is performing what is defined by the Association as a “side job”. Side jobs are defined as work that is not ordinarily provided by the employee as part of his or her employment duties or by the Association. In addition, an employee can only perform side jobs that do not require a certificate of insurance. These would include painting, caulking, assembling furniture or other minor “handyman” type jobs. The following is a list of concerns you, as the unit owner, should be aware of should you desire to hire a building employee to perform work for you on a private basis.

- Side jobs may only be performed after normal work shifts and not during an employee’s lunch or break periods.
- While performing a side job, an employee is an independent contractor and is not covered by the Association’s Liability insurance coverage. In the event of any kind of loss, including damage to the unit owner’s unit, other units, or common areas, the unit owner would be responsible.
- While performing a side job, an employee is not covered by Workers’ Compensation Insurance if injured.
- The employee performing a side job may not use Association tools, equipment, materials, or supplies.
- All communication about a side job must be directed to the employee performing or about to perform the side job and not to the Board of Directors or Management Office.
- Neither the Association nor the Managing Agent accepts any responsibility or liability whatsoever for side jobs performed by Association employees.
- All employees are aware of the Association’s Employee Side Job Policy. As a unit owner you should know that employees who violate the Side Job Policy are subject to disciplinary action.

The above information is intended to inform and benefit all unit owners. The Board of Directors of the James Kilmer Condominium Association is not expressing any opinion or discouraging side jobs with the publication of this summary.

Read and Agreed to this Date: \_\_\_\_\_

Signed by: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Unit Number: \_\_\_\_\_