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**UNIVERSITY OF MIAMI POLICY AND PROCEDURE MANUAL**

TITLE: Contract Requirements for Dedicated on-Site  
Service Contractors Performing Services on University  
Campuses  
CATEGORY: Supply Chain Services

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APPROVER: Phil Profeta

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**I. PURPOSE:**

To define employment-related minimum standards required of defined service contractors or covered contractors (see definition below) doing business with the University on the University's campuses.

**II. SCOPE:**

**III. POLICY:**

It is the policy of the University that defined service contractors performing dedicated on-site services on the University's campuses pay their hourly employees providing the services on a full-time and part-time basis on the University's campuses, no less than a predetermined minimum hourly wage and provide reasonable, cost-affordable health benefits to those employees providing services on a full-time basis. Additionally, certain service contractors shall be required to make available to its hourly employees the Contractor Enrichment Program provided by the University. The Purchasing Department is responsible for ensuring that these employment-related standards are included as required terms in all applicable requests for proposal (RFP) and contracts.

**APPLICABILITY**

This policy applies to service contractors who:

- Have a contract with the University of a term greater than three (3) years;
- Have in excess of twenty-five (25) employees providing services on the University's campuses and those employees each provide the services on a full-time basis or part-time basis on the campuses; and
- Regardless of whether their employees work on a full-time or part-time basis, the contractor's employees shall be dedicated to on-site services, meaning one hundred percent (100%) of the employees' work time for the contractor is spent on a University campus; and
- Have a contract with the University that has an annual value of no less than two hundred and fifty thousand dollars (\$250,000).

**MINIMUM WAGE STANDARDS**

- The service contractor covered by this policy (covered contractor) shall be required to pay its hourly or non-exempt employees providing dedicated on-site services either full-

time or part-time on the University's campuses, a minimum hourly wage of \$8.25 per hour. This requirement is for all full or part-time dedicated on-site employees who work 100% on any University campus.

- If the covered contractor employs individuals in industries where they have the ability to receive a gratuity for service provided, the minimum wage standards would be less, even if those individuals are hourly or nonexempt employees of the contractor providing dedicated on-site services on University campuses.

#### CONTRACTOR ENRICHMENT PROGRAM

The University provides a contractor enrichment program for the employees of service contractors of the University. The University shall require covered contractors, as part of its contracts with service contractors under this policy, to comply with the terms of this program.

#### HEALTHCARE BENEFIT

The covered contractors shall provide to its hourly or non-exempt employees performing dedicated on-site services on the University's campuses on a full-time basis only, the option of selecting a reasonable and affordable health benefit with low monthly premiums for single employee coverage. This policy shall not require covered contractors to provide health care benefits to its part-time employees. The enrollment period shall be part of the contract's existing plan specific to the contractor health policy. Contractors are required to report any significant changes in their Health Insurance policies to the Director of Purchasing for approval.

#### MONITORING

The University has designated the Executive Director of University Purchasing to review and approve the terms of this policy with respect to applicable contracts.

#### IV. **DEFINITIONS:**

#### V. **PROCEDURE:**