

## **RESIDENT EMPLOYEES**

1. Resident Employees are those who are on the island to perform a particular scope of work for a homeowner for an indefinite period of time. The procedures to be followed by the property owner in order to properly register a resident employee, are as follows:
  - A. Complete a Resident Employee registration form to include:
    - The residents name and unit number
    - The resident employees name and address
    - Indicate whether the resident employee will walk or drive on
    - Provide a description of the resident employees job title/responsibilities
    - If driving on, provide a valid drivers and vehicle registration
    - If not driving, provide a valid form of identification, i.e. passport
    - The resident employees home, business (if applicable), cellular telephone numbers
    - A valid email address
    - An emergency contact and telephone number
2. Once the resident employee registration form is completed and signed by the property owner, an identification card will be issued.

NOTE: If a resident grants authority to a resident employee, to either request clearances, hire or terminate other resident employees, or grant authorization to authorize other employees to request clearances to his/her unit on their behalf, that authorization must be provided by the property owner in writing to include their unit number, membership number and password.