

 **Natividad** MEDICAL CENTER
COUNTY OF MONTEREY AGREEMENT FOR SERVICES
(MORE THAN \$100,000)

This Agreement for Services (hereinafter "Agreement") is made by and between the County of Monterey, a political subdivision of the State of California (hereinafter, "the County"), on behalf of Natividad Medical Center ("NMC"), a general acute care teaching hospital wholly owned and operated by the County, and Employnet, Inc.
(hereinafter "CONTRACTOR").

In consideration of the mutual covenants and conditions set forth in this Agreement, the parties agree as follows:

1. **GENERAL DESCRIPTION OF SERVICES TO BE PROVIDED.** NMC hereby engages CONTRACTOR to perform, and CONTRACTOR hereby agrees to perform, the services described in **Exhibit A** in conformity with the terms of the Agreement. The services are generally described as follows: provide a variety of temporary employees as requested

2. **PAYMENTS BY NMC.** NMC shall pay the CONTRACTOR in accordance with the payment provisions set forth in **Exhibit A**, subject to the limitations set forth in this Agreement. The total amount payable by NMC to CONTRACTOR under this Agreement shall not exceed the sum of \$ 100,000.00.

3. **TERM OF AGREEMENT.**

3.1. The term of this Agreement is from Sept. 27, 2021 through September 26, 2022 unless sooner terminated pursuant to the terms of this Agreement. This Agreement is of no force or effect until signed by both CONTRACTOR and NMC and with NMC signing last and CONTRACTOR may not commence work before NMC signs this Agreement.

3.2. NMC reserves the right to cancel this Agreement, or an extension of this Agreement, without cause, with a thirty (30) day written notice, or with cause immediately.

4. **ADDITIONAL PROVISIONS/EXHIBITS.** The following attached exhibits are incorporated herein by reference and constitute a part of this Agreement:

Exhibit A: Scope of Services/Payment Provisions

5. **PERFORMANCE STANDARDS.**

5.1. CONTRACTOR warrants that CONTRACTOR and Contractor's agents, employees, and subcontractors performing services under this Agreement are specially trained, experienced, competent, and appropriately licensed to perform the work and deliver the services required

under this Agreement and are not employees of NMC, or immediate family of an employee of NMC.

5.2. CONTRACTOR, its agents, employees, and subcontractors shall perform all work in a safe and skillful manner and in compliance with all applicable laws and regulations. All work performed under this Agreement that is required by law to be performed or supervised by licensed personnel shall be performed in accordance with such licensing requirements.

5.3. CONTRACTOR shall furnish, at its own expense, all materials, equipment, and personnel necessary to carry out the terms of this Agreement, except as otherwise specified in this Agreement. CONTRACTOR shall not use NMC premises, property (including equipment, instruments, or supplies) or personnel for any purpose other than in the performance of its obligations under this Agreement.

6. PAYMENT CONDITIONS.

6.1. Prices shall remain firm for the initial term of the Agreement and, thereafter, may be adjusted annually as provide in this paragraph. NMC does not guarantee any minimum or maximum amount of dollars to be spent under this Agreement.

6.2. Negotiations for rate changes shall be commenced, by CONTRACTOR, a minimum of ninety (90) days prior to the expiration of the Agreement. Rate changes are not binding unless mutually agreed upon in writing by the County (NMC) and the CONTRACTOR.

6.3. CONTRACTOR shall not receive reimbursement for travel expenses unless set forth in this Agreement, and then only in accordance with any applicable County policies.

6.4. Invoice amounts shall be billed directly to the ordering department.

6.5. CONTRACTOR shall submit such invoice periodically or at the completion of services, but in any event, not later than 30 days after completion of services. The invoice shall set forth the amounts claimed by CONTRACTOR for the previous period, together with an itemized basis for the amounts claimed, and such other information pertinent to the invoice. NMC shall certify the invoice, either in the requested amount or in such other amount as NMC approves in conformity with this Agreement, and shall promptly submit such invoice to the County Auditor-Controller for payment. The County Auditor-Controller shall pay the amount certified within 30 days of receiving the certified invoice.

7. TERMINATION.

7.1. During the term of this Agreement, NMC may terminate the Agreement for any reason by giving written notice of termination to the CONTRACTOR at least thirty (30) days prior to the effective date of termination. Such notice shall set forth the effective date of termination. In the event of such termination, the amount payable under this Agreement shall be reduced in proportion to the services provided prior to the date of termination.

7.2. NMC may cancel and terminate this Agreement for good cause effective immediately upon written notice to Contractor. "Good cause" includes the failure of CONTRACTOR to perform the required services at the time and in the manner provided under this Agreement. If

NMC terminates this Agreement for good cause, NMC may be relieved of the payment of any consideration to Contractor, and NMC may proceed with the work in any manner, which NMC deems proper. The cost to NMC shall be deducted from any sum due the CONTRACTOR under this Agreement.

7.3 NMC's payments to CONTRACTOR under this Agreement are funded by local, state and federal governments. If funds from local, state and federal sources are not obtained and continued at a level sufficient to allow for NMC's purchase of the indicated quantity of services, then NMC may give written notice of this fact to CONTRACTOR, and the obligations of the parties under this Agreement shall terminate immediately, or on such date thereafter, as the County may specify in its notice, unless in the meanwhile the parties enter into a written amendment modifying this Agreement.

8. INDEMNIFICATION.

8.1 CONTRACTOR shall indemnify, defend, and hold harmless the County of Monterey (hereinafter "County"), its officers, agents and employees from any and all claims, liability and losses whatsoever (including damages to property and injuries to or death of persons, court costs, and reasonable attorneys' fees) occurring or resulting to any and all persons, firms or corporations furnishing or supplying work, services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims, liabilities, and losses occurring or resulting to any person, firm, or corporation for damage, injury, or death arising out of or connected with the CONTRACTOR's performance of this Agreement, unless such claims, liabilities, or losses arise out of the sole negligence or willful misconduct of County. "CONTRACTOR's performance" includes CONTRACTOR's action or inaction and the action or inaction of CONTRACTOR's officers, employees, agents and subcontractors.

9. INSURANCE.

9.1 Evidence of Coverage:

Prior to commencement of this Agreement, the CONTRACTOR shall provide a "Certificate of Insurance" certifying that coverage as required herein has been obtained. Individual endorsements executed by the insurance carrier shall accompany the certificate. In addition, the CONTRACTOR upon request shall provide a certified copy of the policy or policies.

This verification of coverage shall be sent to NMC's Contracts/Purchasing Department, unless otherwise directed. The CONTRACTOR shall not receive a "Notice to Proceed" with the work under this Agreement until it has obtained all insurance required and NMC has approved such insurance. This approval of insurance shall neither relieve nor decrease the liability of CONTRACTOR.

9.2 Qualifying Insurers: All coverage's, except surety, shall be issued by companies which hold a current policy holder's alphabetic and financial size category rating of not less than A-VII, according to the current Best's Key Rating Guide or a company of equal financial stability that is approved by NMC's Contracts/Purchasing Director.

9.3 Insurance Coverage Requirements: Without limiting CONTRACTOR's duty to indemnify, CONTRACTOR shall maintain in effect throughout the term of this Agreement a policy or policies of insurance with the following minimum limits of liability:

Commercial general liability insurance, including but not limited to premises and operations, including coverage for Bodily Injury and Property Damage, Personal Injury, Contractual Liability, Broad form Property Damage, Independent Contractors, Products and Completed Operations, with a combined single limit for Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence.

Exemption/Modification (Justification attached; subject to approval).

9-28-21
CT
9-29-21 Business automobile liability insurance, covering ~~all~~ motor vehicles, including ~~owned, leased,~~ non-owned, and hired vehicles, used in providing services under this Agreement, with a combined single limit for Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence.

Exemption/Modification (Justification attached; subject to approval).

Workers' Compensation Insurance. If CONTRACTOR employs others in the performance of this Agreement, in accordance with California Labor Code section 3700 and with Employer's Liability limits not less than \$1,000,000 each person, \$1,000,000 each accident and \$1,000,000 each disease.

Exemption/Modification (Justification attached; subject to approval).

Professional liability insurance, if required for the professional services being provided, (e.g., those persons authorized by a license to engage in a business or profession regulated by the California Business and Professions Code), in the amount of not less than \$1,000,000 per claim and \$2,000,000 in the aggregate, to cover liability for malpractice or errors or omissions made in the course of rendering professional services. If professional liability insurance is written on a "claims-made" basis rather than an occurrence basis, the CONTRACTOR shall, upon the expiration or earlier termination of this Agreement, obtain extended reporting coverage ("tail coverage") with the same liability limits. Any such tail coverage shall continue for at least three years following the expiration or earlier termination of this Agreement.

Exemption/Modification (Justification attached; subject to approval).

9.4 Other Requirements:

All insurance required by this Agreement shall be with a company acceptable to NMC and issued and executed by an admitted insurer authorized to transact insurance business in the State of California. Unless otherwise specified by this Agreement, all such insurance shall be written on an occurrence basis, or, if the policy is not written on an occurrence basis, such policy with the coverage required herein shall continue in effect for a period of three years following the date CONTRACTOR completes its performance of services under this Agreement.

Each liability policy shall provide that NMC shall be given notice in writing at least thirty days in advance of any endorsed reduction in coverage or limit, cancellation, or intended non-renewal thereof. Each policy shall provide coverage for CONTRACTOR and additional insured with respect to claims arising from each subcontractor, if any, performing work under this Agreement, or be accompanied by a certificate of insurance from each subcontractor showing each subcontractor has identical insurance coverage to the above requirements.

Commercial general liability and automobile liability policies shall provide an endorsement naming the County of Monterey, its officers, agents, and employees as Additional insureds with respect to liability arising out of the Contractor's work, including ongoing and completed operations, **and shall further provide that such insurance is primary insurance to any insurance or self-insurance maintained by the County and that the insurance of the Additional Insureds shall not be called upon to contribute to a loss covered by the Contractor's insurance.** The required endorsement from for Commercial General Liability Additional Insured is ISO Form CG 20 10 11-85 or CG 20 10 10 01 in tandem with CG 20 37 10 01 (2000). The required endorsement from for Automobile Additional Insured Endorsement is ISO Form CA 20 48 02 99.

Prior to the execution of this Agreement by NMC, CONTRACTOR shall file certificates of insurance with NMC's Contracts/Purchasing Department, showing that the CONTRACTOR has in effect the insurance required by this Agreement. The CONTRACTOR shall file a new or amended certificate of insurance within five (5) calendar days after any change is made in any insurance policy, which would alter the information on the certificate then on file. Acceptance or approval of insurance shall in no way modify or change the indemnification clause in this Agreement, which shall continue in full force and effect.

CONTRACTOR shall at all times during the term of this Agreement maintain in force the insurance coverage required under this Agreement and shall send, without demand by NMC, annual certificates to NMC's Contracts/Purchasing Department. If the certificate is not received by the expiration date, NMC shall notify CONTRACTOR and CONTRACTOR shall have five calendar days to send in the certificate, evidencing no lapse in coverage during the interim. Failure by CONTRACTOR to maintain such insurance is a default of this Agreement, which entitles NMC, at its sole discretion, to terminate the Agreement immediately.

10. RECORDS AND CONFIDENTIALITY.

- 10.1 **Confidentiality.** CONTRACTOR and its officers, employees, agents and subcontractors shall comply with any and all federal, state, and local laws, which provide for the confidentiality of records and other information. CONTRACTOR shall not disclose any confidential records or other confidential information received from NMC or prepared in connection with the performance of this Agreement, unless NMC specifically permits CONTRACTOR to disclose such records or information. CONTRACTOR shall promptly transmit to NMC any and all requests for disclosure of any such confidential records or information. CONTRACTOR shall not use any confidential information gained by CONTRACTOR in the performance of this Agreement except for the sole purpose of carrying out CONTRACTOR's obligations under this Agreement.

- 10.2 NMC Records. When this Agreement expires or terminates, CONTRACTOR shall return to NMC any NMC records which CONTRACTOR used or received from NMC to perform services under this Agreement.
- 10.3 Maintenance of Records. CONTRACTOR shall prepare, maintain, and preserve all reports and records that may be required by federal state, and County rules and regulations related to services performed under this Agreement. CONTRACTOR shall maintain such records for a period of at least three years after receipt of final payment under this Agreement. If any litigation, claim, negotiation, audit exception, or other action relating to this Agreement is pending at the end of the three year period, then CONTRACTOR shall retain said records until such action is resolved.
- 10.4 Access to and Audit of Records. NMC shall have the right to examine, monitor and audit all records, documents, conditions, and activities of the CONTRACTOR and its subcontractors related to services provided under this Agreement. Pursuant to Government Code section 8546.7, if this Agreement involves the expenditure of public funds in excess or \$10,000, the parties to this Agreement may be subject, at the request of NMC or as part of any audit of NMC, to the examination and audit of the State Auditor pertaining to matters connected with the performance of this Agreement for a period of three years after final payment under the Agreement.
- 10.5 Royalties and Inventions. NMC shall have a royalty-free, exclusive and irrevocable license to reproduce, publish, and use, and authorize other to do so, all original computer programs, writings, sound recordings, pictorial reproductions, drawings, and other works of similar nature produced in the course of or under this Agreement. CONTRACTOR shall not publish any such material without the prior written approval of NMC.
11. **NON-DISCRIMINATION**. During the performance of this Agreement, CONTRACTOR, and its subcontractors, shall not unlawfully discriminate against any person because of race, religious creed, color, sex, national origin, ancestry, physical disability, mental disability, medical condition, marital status, age (over 40), or sexual orientation, either in CONTRACTOR's employment practices or in the furnishing of services to recipients. CONTRACTOR shall ensure that the evaluation and treatment of its employees and applicants for employment and all persons receiving and requesting services are free of such discrimination. CONTRACTOR and any subcontractor shall, in the performance of this Agreement, full comply with all federal, state, and local laws and regulations which prohibit discrimination. The provision of services primarily or exclusively to such target population as may be designated in this Agreement shall not be deemed to be prohibited discrimination.
12. **COMPLIANCE WITH TERMS OF STATE OR FEDERAL GRANT**. If this Agreement has been or will be funded with monies received by NMC pursuant to a contract with the state or federal government in which NMC is the grantee, CONTRACTOR will comply with all the provisions of said contract, and said provisions shall be deemed a part of this Agreement, as though fully set forth herein. Upon request, NMC will deliver a copy of said contract to CONTRACTOR, at no cost to CONTRACTOR.
13. **INDEPENDENT CONTRACTOR**. In the performance of work, duties, and obligations under this Agreement, CONTRACTOR is at all times acting and performing as an independent CONTRACTOR and not as an employee of NMC. No offer or obligation of permanent

employment with NMC or particular County department or agency is intended in any manner, and CONTRACTOR shall not become entitled by virtue of this Agreement to receive from NMC any form of employee benefits including but not limited to sick leave, vacation, retirement benefits, workers' compensation coverage, insurance or disability benefits. CONTRACTOR shall be solely liable for and obligated to pay directly all applicable taxes, including federal and state income taxes and social security, arising out of CONTRACTOR's performance of this Agreement. In connection therewith, CONTRACTOR shall defend, indemnify, and hold NMC and the County of Monterey harmless from any and all liability, which NMC may incur because of CONTRACTOR's failure to pay such taxes.

14. **NOTICES.** Notices required under this Agreement shall be delivered personally or by first-class, postage per-paid mail to NMC and CONTRACTOR's contract administrators at the addresses listed below

NATIVIDAD MEDICAL CENTER:

Natividad Medical Center
Attn: Contracts Division
1441 Constitution Blvd
Salinas, CA. 93906
FAX: 831-757-2592

CONTRACTOR:

Business Name: Employnet, Inc.
Attn: Charles Tope
Address: 2555 Garden Rd. Suite #H
City, State, Zip: Monterey, Ca 93940
FAX: 1-408-320-0676
Email: ctope@employnet.com

15. MISCELLANEOUS PROVISIONS.

- 15.1 **Conflict of Interest:** CONTRACTOR represents that it presently has no interest and agrees not to acquire any interest during the term of this Agreement, which would directly, or indirectly conflict in any manner or to any degree with the full and complete performance of the professional services required to be rendered under this Agreement.
- 15.2 **Amendment:** This Agreement may be amended or modified only by an instrument in writing signed by NMC and the CONTRACTOR.
- 15.3 **Waiver:** Any waiver of any terms and conditions of this Agreement must be in writing and signed by NMC and the CONTRACTOR. A waiver of any of the terms and conditions of this Agreement shall not be construed as a waiver of any other terms or conditions in this Agreement.
- 15.4 **Contractor:** The term "CONTRACTOR" as used in this Agreement includes CONTRACTOR's officers, agents, and employees acting on CONTRACTOR's behalf in the performance of this Agreement.

- 15.5 Disputes: CONTRACTOR shall continue to perform under this Agreement during any dispute.
- 15.6 Assignment and Subcontracting: The CONTRACTOR shall not assign, sell, or otherwise transfer its interest or obligations in this Agreement without the prior written consent of NMC. None of the services covered by this Agreement shall be subcontracted without the prior written approval of NMC. Notwithstanding any such subcontract, CONTRACTOR shall continue to be liable for the performance of all requirements of this Agreement.
- 15.7 Successors and Assigns: This Agreement and the rights, privileges, duties, and obligations of NMC and CONTRACTOR under this Agreement, to the extent assignable or delegable, shall be binding upon and inure to the benefit of the parties and their respective successors, permitted assigns, and heirs.
- 15.8 Compliance with Applicable Law: The parties shall comply with all applicable federal, state, and local laws and regulations in performing this Agreement.
- 15.9 Headings: The headings are for convenience only and shall not be used to interpret the terms of this Agreement.
- 15.10 Time is of the Essence: Time is of the essence in each and all of the provisions of this Agreement
- 15.11 Governing Law: This Agreement shall be governed by and interpreted under the laws of the State of California.
- 15.12 Non-exclusive Agreement: This Agreement is non-exclusive and each of NMC and CONTRACTOR expressly reserves the right to contract with other entities for the same or similar services.
- 15.13 Construction of Agreement: NMC and CONTRACTOR agree that each party has fully participated in the review and revision of this Agreement and that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this Agreement or any amendment to this Agreement.
- 15.14 Counterparts: This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement.
- 15.15 Integration: This Agreement, including the exhibits, represents the entire Agreement between NMC and the CONTRACTOR with respect to the subject matter of this Agreement and shall supersede all prior negotiations representations, or agreements, either written or oral, between NMC and CONTRACTOR as of the effective date of this Agreement, which is the date that NMC signs the Agreement.
- 15.16 Interpretation of Conflicting Provisions: In the event of any conflict or inconsistency between the provisions of this Agreement and the Provisions of any exhibit or other attachment to this Agreement, the provisions of this Agreement shall prevail and control.

NATIVIDAD MEDICAL CENTER

By: _____
Charles R. Harris, Interim CEO

Date: _____

APPROVED AS TO LEGAL PROVISIONS

By: Stacy Lee Scott
Monterey County Deputy County Counsel

Date: 9/29/2021

APPROVED AS TO FISCAL PROVISIONS

By: Gary Giboney
Monterey County Deputy Auditor/Controller

Date: 9/29/2021

CONTRACTOR

Employnet, Inc.
Contractor's Business Name*** (see instructions)

Signature of Chair, President, or Vice-President

Charles Tope , President
Name and Title

Date: 9/23/2021

By: _____
(Signature of Secretary, Asst. Secretary, CFO, Treasurer or Asst. Treasurer)

Jeff Bakke, CFO
Name and Title

Date: 9/23/2021

*****Instructions:**

If CONTRACTOR is a corporation, including limited liability and non-profit corporations, the full legal name of the corporation shall be set forth above together with the signatures of two specified officers (two signatures required). If CONTRACTOR is a partnership, the name of the partnership shall be set forth above together with the signature of a partner who has authority to execute this Agreement on behalf of the partnership (two signatures required). If CONTRACTOR is contracting in an individual capacity, the individual shall set forth the name of the business, if any and shall personally sign the Agreement (one signature required).

NATIVIDAD MEDICAL CENTER

By: 
for Charles R. Harris, Interim CEO

Date: 9-28-21

APPROVED AS TO LEGAL PROVISIONS

By: _____
Monterey County Deputy County Counsel

Date: _____

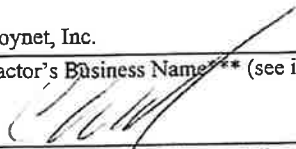
APPROVED AS TO FISCAL PROVISIONS

By: _____
Monterey County Deputy Auditor/Controller

Date: _____


CONTRACTOR

Employnet, Inc.
Contractor's Business Name*** (see instructions)


Signature of Chair, President, or Vice-President

Charles Tope, President
Name and Title

Date: 9/23/2021

By: 
(Signature of Secretary, Asst. Secretary, CFO, Treasurer
or Asst. Treasurer)

Jeff Bakke, CFO
Name and Title 

Date: 9/23/2021

*****Instructions:**

If CONTRACTOR is a corporation, including limited liability and non-profit corporations, the full legal name of the corporation shall be set forth above together with the signatures of two specified officers (two signatures required). If CONTRACTOR is a partnership, the name of the partnership shall be set forth above together with the signature of a partner who has authority to execute this Agreement on behalf of the partnership (two signatures required). If CONTRACTOR is contracting in an individual capacity, the individual shall set forth the name of the business, if any and shall personally sign the Agreement (one signature required).

EXHIBIT A - SCOPE OF SERVICES

I. Description of All Services to be Rendered by CONTRACTOR:

CONTRACTOR shall provide temporary workers for NMC as defined herein as requested by NMC in response to personnel issues arising from Covid-19 or otherwise.

II. CONTRACTOR Obligations:

- a. CONTRACTOR shall respond to NMC's authorized contact within two (2) business hours indicating whether or not CONTRACTOR can find a qualified skilled worker (hereinafter, a CONTRACTOR's worker shall be referred to as "CONTRACTOR Worker"). If a CONTRACTOR Worker is available, CONTRACTOR shall send the CONTRACTOR Worker to the location requested by NMC within a four (4) business hour time frame.
- b. The normal NMC business hours are Monday through Friday from 8:00 AM to 5:00 PM (PST) but CONTRACTOR Workers may be asked to work other shifts, depending on the need and position.
- c. CONTRACTOR shall provide CONTRACTOR Workers to address immediate
- d. declared local emergency related operational needs, in particular with respect to
- e. health and human services (i.e. COVID-19, wildfires and storms, etc.).

III. CONTRACTOR REPORTING REQUIREMENT FOR THE COUNTY

- a. CONTRACTOR shall provide the required reports to the following:
 - i. The originating department obtaining services.
 - ii. The NMC Human Resources Dept is located at 1441 Constitution Blvd, Salinas, CA 93906
- b. Any reports, data, or other information, given to, prepared by or assemble by CONTRACTOR, shall be kept confidential and shall not be made available to any individual or organization by CONTRACTOR without prior County approval.
- c. Upon designating a CONTRACTOR Worker reporting to provide services to the County, the CONTRACTOR shall provide County a minimum of two electronic copies of a report. The report shall be in an Excel spreadsheet format and shall include the following (Exhibit A- Sample Report template):
 - i. Name of each assigned CONTRACTOR Worker
 - ii. Last four digits of the employee's Social Security Number
 - iii. Current Job Classification
 - iv. Department Unit of the current assignment
 - v. Start date of current assignment
 - vi. Bill Rate
 - vii. Pay Rate
- d. CONTRACTOR shall provide County a minimum of two electronic copies of a monthly activity report by the 10th of each month. The report shall be in an Excel spreadsheet format and shall include the following:
 - i. Name of each assigned CONTRACTOR Worker

- ii. Last four digits of the employee's Social Security Number
- iii. Current Job Classification
- iv. Department Unit of the current assignment
- v. Start date of current assignment
- vi. Hours worked by employee in the report month
- vii. Cumulative hours worked for County by employee for the
- viii. applicable fiscal year
- ix. Bill Rate
- x. Pay Rate

IV. CONTRACTOR REPORTING REQUIREMENT FOR MEMBERS OF PUBLIC EMPLOYEE RETIREMENT SYSTEM (PERS); INDEMNIFICATION

- a. CONTRACTOR shall identify in writing to County any individual with prior PERS affiliation who is sent to report for County service under the AGREEMENT, at least four hours prior to the individual being assigned by CONTRACTOR for service to County.
- b. CONTRACTOR shall identify in writing to County any PERS annuitant who is sent to report for County service under the AGREEMENT, at least four hours prior to the individual being assigned by CONTRACTOR for service to County.
- c. The term "identify" is defined for purposes of this section to include both (1) the CONTRACTOR's employee name and (2) the last four digits of the employee's Social Security Number.
- d. The term "PERS affiliation" is defined for purposes of this section to mean the CONTRACTOR's employee had previously worked for a governmental entity that participates or participated in CalPERS. Should CONTRACTOR fail to properly identify a PERS annuitant or a CONTRACTOR Worker with prior PERS affiliation, CONTRACTOR shall be held responsible for any costs assessed, or eligible to be assessed, by CalPERS relating to the assignment to the County of such individual.
- e. The term "PERS annuitant" is defined for purposes of this section as a person who has retired from a CalPERS agency and who is receiving a retirement allowance from CalPERS.
- f. Subject to any applicable limitations of law, at CONTRACTOR's expense as described herein, CONTRACTOR agrees to indemnify, defend and hold harmless the County of Monterey from and against any and all liability, loss, costs or obligations (including, without limitation, interest, penalties and attorney's fees in defending against the same) against the County of Monterey, its employees, or its purported agents or independent contractors as a result of any finding, order, judgment or other ruling that any of CONTRACTOR's employees or agents is a retired annuitant or common law employee for periods during which services were performed under this Agreement.

V. TEMPORARY EMPLOYMENT ASSIGNMENT

- a. CONTRACTOR shall be responsible for tracking cumulative hours per CONTRACTOR Worker for all assignments with the County. CONTRACTOR shall notify County when an individual CONTRACTOR Worker's hour working for the County are approaching **650** hours in a fiscal year (7/1-6/30).
- b. CONTRACTOR shall notify the following:
 - i. The County originating department
 - ii. The County Director of Human Resources
- c. A CONTRACTOR Worker shall not be assigned to work at the County for more than **720** hours in a fiscal year.
- d. County shall not pay CONTRACTOR for services rendered beyond **720** hours per fiscal year.

Continued on next pages

EXHIBIT A – SCOPE OF SERVICES TEMPORARY EMPLOYEE POSITIONS

ACCOUNT CLERK

Receives and accounts for cash, checks and other negotiable items. Posts numerical data. Checks documents for numerical accuracy. Uses 10-key adding machine. May use personal computer or typewriter.

ACCOUNTING TECHNICIAN

Full-charge bookkeeper. Establishes, maintains and controls highly complex financial and statistical records. Performs limited financial/fiscal data analysis. May oversee the work of other clerical employees.

ADMINISTRATIVE ASSISTANT

Independently provides administrative services of limited scope, scale or complexity, or supports higher level administrative staff in more complex functions, and/or supervises a group of sub-professional staff providing support to a program or function.

BUYER:

Under immediate supervision performs duties related to purchasing or negotiation of purchase materials, supplies, equipment, and services for use by general county and/or hospital departments.

CLINICAL LABORATORY ASSISTANT:

Under general supervision performs skin punctures and/or venipunctures for drawing blood for testing, performs a variety of standardized, non-technical laboratory procedures within a hospital clinical laboratory setting; operates specialized laboratory equipment and devices. **Must have a Certified Phlebotomy Technician I or II certificate which indicates compliance with the training standards established by the California Department of Public Health.**

COMMUNICATIONS OPERATOR I:

Responsible for answering, screening and routing all incoming calls to the hospital; relay incoming, outgoing, and interoffice calls appropriately; receive and respond to emergency calls and pager communications; monitor alarms and respond according to prescribed protocols. Must have experience with multi-line phone systems and/or switchboards.

COOK:

Under general supervision prepares large quantities of standard and nutritional meals for various clients (i.e. patients, visitors and employees); may prepare meals for catered events.

DATA ENTRY

10,000 keystrokes per hour. Ability and skill to use computer equipment to complete a full range of data entry tasks.

CUSTODIAN (ENVIRONMENTAL SERVICES AIDE)

Assigned to Natividad Medical Center, performs routine cleaning of patient rooms, office areas, common areas and restrooms, keeping the Hospital clean and sanitary.

FOOD SERVICES WORKER

Performs work in preparing and serving food, cleans kitchen, food serving utensils and equipment.

MEDICAL UNIT CLERK

Assigned to Natividad Medical Center performs a variety of clerical functions in support of doctors, nurses, and other staff in an assigned medical treatment area Incumbents perform a variety of record keeping, supply ordering, unit coordination and scheduling duties and handles difficult types of public contact.

NURSING ASSISTANT

Assigned to Natividad Medical Center assists Natividad Medical Center patients with activities of daily living and assists professional nursing personnel in providing patient care. Possession of a current California certificate as a Certified Nurse Assistant is highly desirable.

STOREKEEPER

Participates in the requisition, receipt, storage and delivery of records, equipment, materials and supplies.

INFORMATION TECHNOLOGY INFRASTRUCTURE PROFESSIONAL

Performs analysis, design, implementation, and project management in the areas of network engineering, civil engineering, and/or unified and radio communications.

INFORMATION TECHNOLOGY OPERATIONS SPECIALIST

Documents requests and processes them against departmental standards. Assists in data recovery and disaster management, maintains the data center infrastructure and monitors systems to ensure they are running properly. Assists in the configuration, installation, maintenance, and support of systems. Performs and manages backup operations.

INFORMATION TECHNOLOGY PROGRAMMER ANALYST

Performs information technology application program selection, analysis, design, development, configuration, construction, installation, maintenance, monitoring, support, and/or programming.

INFORMATION TECHNOLOGY TECHNICIAN

Installs, tests, maintains, modifies, and repairs information technology equipment.

LABORER

Ability to lift 50 lbs.; performs labor duties such as hauling, lifting, or moving.

MEDICAL ASSISTANT

Medical Assistant Certificate is required. Works alongside providers in outpatient clinics, carries out physicians' orders, performs patient care procedures as well as registration and check-in duties. Uses personal computers to maintain medical records in Electronic Medical Record system.

OFFICE ASSISTANT I

Manually or by using a typewriter, personal computer and other office equipment, performs a variety of general clerical activities within a record keeping system or program area such as forms processing, record maintenance, reception, filing, proofing, light typing, and assembling data.

OFFICE ASSISTANT II

Manually or by using a typewriter, personal computer and other office equipment, performs a variety of general and or specialized clerical activities within a record keeping system or program area such as forms processing, record maintenance, reception, filing, proofing, light typing, and assembling data.

OFFICE ASSISTANT III

Performs highly responsible and specialized clerical-technical work in a specific program or specialized record keeping system. May use personal computer or other office equipment to accomplish this.

OUTREACH REPRESENTATIVE

English/Spanish bilingual/bi-literate, including proficiency with public speaking. Demonstrate a high level of cultural sensitivity to persons of interest including but not limited to those from language minority communities, disabilities groups, high school groups and seniors. Assist program manager in planning outreach activities, physically setting up at different locations throughout Monterey County, and conducting outreach at various events. Many events take place after business hours and on weekends. Must be familiar with Microsoft Office and hold a valid California driver's license.

PATIENT ACCOUNT REPRESENTATIVE:

Prepares patient accounts for billing; prepares and issues bills; evaluates patient financial resources, establishes payment terms and performs collections; determines and approves eligibility for specialized medical care financial programs.

PATIENT SERVICE REPRESENTATIVE

Performs a variety of duties related to patient interviewing; verifying and documenting admission information; patient registration; appointment scheduling and other general office and clerical related tasks.

SECRETARIAL ASSISTANT

Types 50 w.p.m. Uses a personal computer or typewriter to perform a variety of routine secretarial and clerical work with some responsibility for basic administrative detail.

SECRETARY

Types 50 w.p.m. Acts as secretary or personal assistant to a professional or administrative employee. Uses a personal computer or typewriter to perform a variety of secretarial support and minor administrative duties.

SENIOR ACCOUNT CLERK

Performs moderately complex bookkeeping work requiring the application of a working knowledge of bookkeeping principles and following general departmental procedures.

SENIOR SECRETARY

Types 50 w.p.m. Performs complex clerical and secretarial work tasks; completes routine administrative tasks directly related to the work of their supervisor(s); and performs other related work as required.

WAREHOUSE WORKER

Performs warehouse duties of all levels of complexity, to include receipt, storage, inventory and issue supply and materials. May include clerical functions such as data input.

WORD PROCESSOR

Types 50 w.p.m. Uses personal computer and knowledge of system specified to set up and prepare final documents from rough drafts. Heavy production work.

GENERAL COVID-19 WORKER

May be assigned to work in a variety of capacities in various department throughout the County. Possible tasks and duties may include, but are not limited to traffic control, setting up and taking down emergency operations sites, moving/delivering materials and supplies, customer relations (i.e. answering questions in person or over the phone, providing information to the public, etc.), administrative/clerical duties, grounds keeping and special duties based on special licensing, certification and work experience.

COVID-19 VACCINE CLINIC/NON-LICENSE SUPPORT STAFF

Provide administrative support to vaccination clinics in areas such as (1) patient registration by assisting vaccinator in checking patient's information, documenting vaccine site and vaccinator in database/system (PrepMod) and providing vaccination card and directions to observation area after administration of vaccine; (2) patient registration by verifying patient's information and appointment time, screening for COVID-19 symptoms and takes temperature and screening patient for appropriate tier, if needed; (3) traffic control by providing directions to patients to have optimal clinic flow.

EXHIBIT A – SCOPE OF SERVICES

VI. PAYMENT PROVISIONS

- a. The pricing structure included here should be stated in a manner similar to how we will be invoiced. The County prefers hourly rates as opposed to one flat fee when possible.
- b. Sales tax should be itemized and listed separately where applicable.’
- c. CONTRACTOR warrants that the cost charged for services under the terms of this contract are not in excess of those charged any other client for the same services performed by the same individuals.
- d. Payment may be based upon satisfactory acceptance of each deliverable, payment after completion of each major part of the Agreement, payment at conclusion of the Agreement, etc.
- e. County may, in its sole discretion, terminate the contract or withhold payments claimed by CONTRACTOR for services rendered if CONTRACTOR fails to satisfactorily comply with any term or condition of this Agreement.
- f. No payments in advance or in anticipation of services or supplies to be provided under this Agreement shall be made by County.

COUNTY POSITION	BILL RATE	PAY RATE
ACCOUNT CLERK	\$19.46 - \$31.97	\$14.00 - \$23.00
ACCOUNTING TECHNICIAN	\$22.24 - \$34.75	\$16.00 - \$25.00
ADMINISTRATIVE ASSISTANT	\$20.85 - \$31.97	\$15.00 - \$23.00
BUYER	\$34.75 - \$55.60	\$25.00 - \$40.00
CLINICAL LABORATORY ASSISTANT	\$27.80 - \$37.53	\$20.00 - \$27.00
COMMUNICATIONS OPERATOR	\$23.63 - \$33.36	\$17.00 - \$24.00
COOK	\$27.80 - \$34.76	\$20.00 - \$25.00
DATA ENTRY	\$19.46 - \$27.80	\$14.00 - \$20.00
ENVIRONMENTAL SERVICES AIDE (CUSTODIAN)	\$25.02 - \$31.97	\$18.00 - \$23.00
FOOD SERVICE WORKER	\$22.24 - \$27.80	\$16.00 - \$20.00
MEDICAL UNIT CLERK	\$19.46 - \$27.80	\$14.00 - \$20.00
NURSING ASSISTANT	\$27.90 - \$38.75	\$18.00 - \$25.00
STOREKEEPER	\$19.46 - \$27.80	\$14.00 - \$20.00
IT INFRASTRUCTURE PROFESSIONAL	\$30.58 - \$104.25	\$22.00 - \$75.00
IT OPERATIONS SPECIALIST	\$22.24 - \$84.79	\$16.00 - \$61.00
IT PROGRAMMER ANALYST	\$31.79 - \$72.28	\$23.00 - \$52.00
IT TECHNICIAN	\$30.58 - \$56.99	\$22.00 - \$41.00

INVESTIGATIVE AIDE	\$23.63 - \$27.80	\$17.00 - \$20.00
LABORER	\$19.46 - \$27.80	\$14.00 - \$20.00
LEGAL SECRETARY	\$22.24 - \$31.97	\$16.00 - \$23.00
LEGAL TYPIST	\$19.46 - \$26.41	\$14.00 - \$19.00
MEDICAL ASSISTANT	\$27.90 - \$43.40	\$18.00 - \$28.00
OFFICE ASSISTANT I	\$19.46 - \$25.02	\$14.00 - \$18.00
OFFICE ASSISTANT II	\$20.85 - \$26.41	\$15.00 - \$19.00
OFFICE ASSISTANT III	\$22.24 - \$27.80	\$16.00 - \$20.00
OUTREACH REPRESENTATIVE	\$23.63 - \$30.58	\$17.00 - \$22.00
PATIENT ACCOUNT REPRESENTATIVE	\$22.24 - \$31.97	\$16.00 - \$23.00
PATIENT SERVICE REPRESENTATIVE	\$23.63 - \$31.97	\$17.00 - \$23.00
PETITION SPECIALIST	\$19.46 - \$29.19	\$14.00 - \$21.00
PROOFREADER	\$19.46 - \$33.36	\$14.00 - \$24.00
SECRETARIAL ASSISTANT	\$19.46 - \$29.19	\$14.00 - \$21.00
SECRETARY	\$19.46 - \$33.36	\$14.00 - \$24.00
SENIOR ACCOUNT CLERK	\$22.24 - \$36.14	\$16.00 - \$26.00
SENIOR SECRETARY	\$27.80 - \$44.48	\$20.00 - \$32.00
WAREHOUSE WORKER	\$19.46 - \$27.80	\$14.00 - \$20.00
WEBSITE DESIGNER	\$26.41 - \$36.14	\$19.00 - \$26.00
WORD PROCESSOR	\$19.46 - \$31.97	\$14.00 - \$23.00
GENERAL COVID WORKER	\$23.63 - \$38.92	\$17.00 - \$28.00
COVID VACCINE CLINIC/NON-LICENSE SUPPORT STAFF	\$25.02 - \$48.65	\$18.00 - \$35.00

Payroll Service Mark Up Rate

When County refers candidate to Employnet that they self identified – Employnet will offer discounted rate mark up rate of 30%.