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**Contract Number**

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**SAP Number**

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## Human Services

<b>Department Contract Representative Telephone Number</b>	<u>Chris Zamets, Contracts Analyst</u> <u>(909) 386-8302</u>
<b>Contractor</b>	<u>Michael Limon</u>
<b>Contractor Representative Telephone Number</b>	<u>N/A</u>
<b>Contract Term</b>	<u>On file</u> <u>Upon November 29, 2025, through</u> <u>November 24, 2028</u>
<b>Original Contract Amount</b>	<u>Initial Hourly Rate \$21.94</u>
<b>Amendment Amount</b>	<u></u>
<b>Total Contract Amount</b>	<u></u>
<b>Cost Center</b>	<u>9031009900</u>
<b>Grant Number (if applicable)</b>	<u>N/A</u>

THIS CONTRACT is entered into in the State of California by and between San Bernardino County, hereinafter called the County, and Michael Limon, hereinafter called Contractor.

### IT IS HEREBY AGREED AS FOLLOWS:

**WHEREAS**, County desires to obtain the services of Contractor on the terms and conditions set forth in this Contract; and

**WHEREAS**, Contractor has the skills and knowledge necessary to provide services for the County; and

**WHEREAS**, County desires that such services be provided by Contractor and Contractor agrees to perform these services as set forth below.

**NOW, THEREFORE**, in consideration of mutual covenants and conditions, the parties agree as follows:

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Attachment 1 – Position Job Description

**I. DUTIES AND RESPONSIBILITIES OF CONTRACTOR**

A. Contractor shall be employed as a Contract Supervising Office Assistant as described in the table in this Paragraph A., below, and assigned to the Children and Families Commission (CFC) staff. The term “Equivalent Unit” for each job classification is defined in the chart below.

Job Classification	Equivalent Unit Reference	Salary Grade Reference	Benefit Type
Contract Supervising Office Assistant	Supervisor	37	SUP

B. Contractor shall perform CFC program services and other specific duties as outlined in the position job description for the job classification and incorporated herein as Attachment 1.

**II. CONFLICT OF INTEREST**

As a condition of employment, Contractor does hereby agree to follow and uphold the Conflict of Interest policy of the County’s Personnel Rules as follows:

No official or employee shall engage in any business or transaction or shall have a financial or other personal interest or association which conflicts with the proper discharge of official duties or would tend to impair independence of judgment or action in the performance of official duties. Personal as distinguished from financial interest includes an interest arising from blood or marriage relationships or close business, personal, or political association. This section shall not serve to prohibit independent acts or other forms of enterprise during those hours not covered by active County employment providing such acts do not constitute a conflict of interest as defined herein. An employee is also subject to applicable provisions of the California Government Code, including but not limited to Sections 1090, 1126, 87100, and/or any other conflict of interest Code, policy, or rule applicable to County employment.

**III. CODE OF CONDUCT**

As a condition of employment, Contractor does hereby agree to follow County and CFC policies, procedures, and standard practices, as well as adhere to work rules and performance standards established for their position by the appointing authority, and as established in the San Bernardino County Personnel Rules.

**IV. TERM**

This Contract shall be effective November 29, 2025 (Effective Date) through November 24, 2028, subject to the termination provisions of this Paragraph. The Assistant Executive Officer of Human Services is authorized to execute amendments to the Contract to extend the term of this Contract for a maximum of three (3) successive one (1) year periods.

Notwithstanding the foregoing, either party may terminate this Contract at any time without cause upon fourteen (14) day prior written notice to the other party. This Contract may be terminated for just cause immediately by the County. Contractor shall serve at the pleasure of the appointing authority, who shall have the full authority and discretion to exercise County rights under this Paragraph.

**V. COMPENSATION OF CONTRACTOR**

Upon the effective date of this Contract, Contractor shall be considered a contract employee in the County’s unclassified service. Contractor shall receive only the benefits and compensation

specifically set forth in this Contract. This Contract provides for the full compensation to Contractor for services required hereunder. This Contract supersedes any prior employment contract between County and Contractor.

**A. SALARY RATE**

Contractor shall be compensated for services at a rate of \$21.94 per hour and shall be assigned to step 2 within the designated salary grade 37 of the compensation plan Supervisory. The salary is established for the job classification, commensurate with duties and provided below for reference.

Contractor is eligible to receive any salary adjustments and economic benefits (e.g. longevity pay, retention pay, bilingual compensation, etc.) and 1040 merit step adjustments in the same manner that is provided to other Equivalent Unit employees, however, Contractor is also subject to any economic reductions imposed.

Contractor does not gain probationary or regular status during the term of this Contract.

For the purposes of calculating service hours towards various economic benefits provided by an Equivalent Unit, all hours as a County employee will be used, with no break in service.

<b>Job Classification</b>	<b>Equivalent Unit Reference</b>	<b>Salary Grade</b>	<b>Compensation Plan Reference</b>	<b>Benefit Type</b>
Contract Supervising Office Assistant	Supervisory	37	GU <sup>1</sup>	SUP

**B. RATE ADJUSTMENTS**

Contractor shall be eligible to receive salary adjustments, including across the board adjustments, in the same amount and at the same time as employees in the Equivalent Unit.

**C. OVERTIME**

If Contractor is authorized by the Executive Director, or designee, to work overtime, Contractor shall be eligible to receive overtime compensation in the same manner as employees in the Equivalent Unit.

**D. PAYMENT**

Contractor shall be paid biweekly for hours actually worked according to the procedures established by County's Auditor/Controller.

**E. LEAVE PROVISIONS**

Contractor shall be eligible for the same Leave Provision benefits in the same manner and amount as employees in the Equivalent Unit for their Job Classification. Refer to Paragraph S in this Section for processing of leave balances upon termination of this Contract.

**F. MEDICAL, DENTAL and VISION COVERAGE**

Contractor must enroll in a medical and dental plan offered by the County unless already enrolled in comparable employer sponsored group coverage.

<sup>1</sup> Refer to the General Consolidated MOU Salary Schedule

If eligible, Contractor shall receive all eligible benefits, including a Medical Premium Subsidy (MPS) in the same manner as provided to other Equivalent Unit County employees to offset the cost of medical insurance premiums charged to the Contractor. The applicable MPS shall be paid directly to the provider of the County sponsored medical plan in which the eligible Contractor has enrolled. In no case shall the MPS exceed the total cost of the medical insurance premium for the coverage selected (e.g., when the MPS amounts exceed the lowest HMO cost).

Job Classification	Equivalent Unit Reference	Benefit Type
Contract Supervising Office Assistant	Supervisory	SUP

To be eligible for the MPS and DPS, Contractor must be scheduled for a minimum of forty (40) hours per pay period and have received pay for at least one-half plus one hour of scheduled hours in a pay period. Contractor shall not receive flex dollars if Contractor chooses to “opt out” or “waive” from the County sponsored health plans.

**G. LIFE INSURANCE**

Contractor shall be eligible for the same Life Insurance benefits in the same manner and amount as employees in the Equivalent Unit for their Job Classification. The County shall pay premiums for a term life insurance policy for Contractor in the same manner and amount as employees in the Equivalent Unit for their Job Classification. County paid life insurance will become effective and continue for each pay period in which Contractor is in paid status. For pay periods in which Contractor is not in paid status, Contractor shall have the option of continuing life insurance coverage at Contractor's expense.

**H. EXPENSE REIMBURSEMENT**

Contractor shall be eligible for expense reimbursement in the same manner and amount as employees in the Equivalent Unit for their Job Classification.

**I. ACCIDENTAL DEATH AND DISMEMBERMENT**

Contractor if eligible, may purchase Accidental Death and Dismemberment Insurance coverage and additional supplemental term life insurance in the same manner and amount as offered by the County to the employees in the Equivalent Unit for their Job Classification.

**J. RETIREMENT PLANS**

If Contractor is regularly scheduled for and regularly works a minimum of forty (40) hours per pay period, Contractor shall participate in the County's general employee retirement system during the term of this Contract. Contractor shall pay the required employee contribution for the term of the Contract. Contractor's participation in the general retirement system shall be in accordance with the applicable terms of the County Employee Retirement Law of 1937, the California Public Employees' Pension Reform Act of 2013 (Gov. Code section 7522 et seq.), and the Bylaws and other requirements of the San Bernardino County Employees' Retirement Association.

If Contractor has attained the age of sixty (60) prior to employment, Contractor may waive membership, at the time of hire, in the San Bernardino County Employee's Retirement Association.

If Contractor regularly works less than forty (40) hours per pay period, waives membership, or otherwise does not meet the definition of a member of the retirement system, Contractor shall instead participate in the County's PST Deferred Compensation Retirement Plan.

**K. COUNTY RETIREMENT MEDICAL TRUST ("Trust")**

Contractor, if eligible, may participate in the County Retirement Medical Trust in the same manner as provided to employees in the Equivalent Unit for their Job Classification, per the Plan document.

**L. DEFERRED COMPENSATION**

Contractor, if eligible, may participate in available deferred compensation plans in the same manner as provided to employees in the Equivalent Unit for their Job Classification, per the Plan document. All County matched funding is 100% reimbursable by the CFC Trust Fund.

**M. DEPENDENT CARE ASSISTANCE PLAN (DCAP) AND FLEXIBLE SPENDING ACCOUNT (FSA) PLAN FOR MEDICAL EXPENSE REIMBURSEMENT**

Contractor may be eligible to participate in the County's DCAP and FSA Plans in the same manner as employees in the Equivalent Unit for their Job Classification and per the Plan documents.

**N. LEGALLY REQUIRED BENEFITS**

Contractor shall receive all benefits as required by law when eligible (e.g., FMLA, ACA, Military Leave, Time Off for Voting, and Medicare). Where the County provides a greater benefit than is required by law, Contractor shall only receive the minimum benefit in accordance with the law, unless the greater benefit is specifically provided for in another provision of this Contract.

**O. SHORT-TERM AND LONG-TERM DISABILITY**

Contractor may be eligible to receive the same Short-Term and Long-Term Disability insurance benefits as offered to employees in the Equivalent Unit for their Job Classification.

**P. OTHER BENEFITS**

If eligible, Contractor may participate in voluntary participation programs in the same manner as provided to employees in the Equivalent Unit for their Job Classification. See plan document for eligibility criteria.

<b>Equivalent Unit Reference</b>	<b>Benefit Type</b>	<b>Voluntary Participation Programs</b>
Supervisory	SUP	All available programs

**Q. CERTIFIED PUBLIC ACCOUNTANT STIPEND**

Contractors who maintain a valid Certified Public Accountant (CPA) License are eligible to receive the CPA stipend in the same manner as those in the Equivalent Unit for their Job Classification.

**R. SERVICE AND EFFECTS ON BENEFITS**

If Contractor was a County contract employee immediately prior to entering into this contract, without separation from County employment, execution of this contract shall not result in

separation in County employment for purposes of determining eligibility for and level of benefits including, but not limited to merit steps (however, if there is a change in job classification, then merit service hours shall reset), health benefits, leave accrual rates, and retirement benefits. Thus, Contractor's rate for leave accruals is based on the start date of the period of continuous County employment that is extended by this Contract. Contractor shall maintain and carry forward Holiday, Vacation, other paid leave, and Sick leave balances consistent with the Equivalent Unit. Contractor's retirement contribution rate is based on the date Contractor began participation in the County's general employee retirement system.

## S. BENEFITS UPON TERMINATION

### Contractor Separated from County Service

Upon separation from County employment, Contractor shall be compensated for any unused Vacation and Holiday Leave at the then base rate of pay consistent with the Equivalent Unit. If Sick Leave Conversion is offered to employees in the Equivalent Unit for Contractor's Job Classification, Contractor may utilize Sick Leave Conversion in the same manner and amount as employees in the Equivalent Unit for the Job Classification. If Sick Leave conversion is not offered to employees in the Equivalent Unit for Contractor's Job Classification, then unused Sick Leave shall be forfeited.

### Contractor to Regular County Employment

In the event this Contract is terminated because Contractor is appointed to a regular County position without a break in service, the Contractor shall maintain their existing hire date for the purposes of calculating benefits (Regular Hire Date). Eligibility for benefits, including, but not limited to, retirement system contributions, longevity, health benefits, and leave accrual rates shall be based upon the provisions of the applicable MOU or ordinance in effect at the time Contractor is appointed to a regular County position. Seniority, for purposes of layoff, shall be determined by the most recent Regular Hire Date or as otherwise provided in the applicable MOU.

At the sole discretion of the appointing authority of the County Department or office in which an appointment to the regular position is made, unused leave balances may be maintained and carried over. Any leave balances carried over shall be in accordance with the applicable MOU for the bargaining unit associated with the position hired into. Any leave balances not authorized to be carried over shall be distributed as outlined in "Contractor Separated from County Service" above.

### Contractor to New Contract Position

In the event the Contractor accepts another Contract position with the County without a break in service, at the sole discretion of the appointing authority of the County Department or office in which appointment to the Contract position is made, leave accrual rates and unused leave balances may be maintained and carried over. Any leave balances carried over shall be in accordance with the applicable MOU for the bargaining unit associated with the position hired into. Any leave balances not authorized to be carried over will be distributed as outlined in "Contractor Separated from County Service" above.

## VI. **GENERAL PROVISIONS RELATING TO CONTRACTOR**

### A. TOUR OF DUTY

Contractor's standard tour of duty (regularly scheduled work week) shall be established by the Director or designee. The Director, or designee, may modify or change the number of

hours in a standard day, tour of duty or shift to meet the needs of the service. Contractor shall be required to work during such hours as necessary to carry out the duties of his position, as designated by the Director, or designee, and such hours may be varied so long as the work requirements and efficient operations of the County are assured.

**B. CLASSIFICATION**

Contractor will not attain regular status in this position, and as an unclassified Contract employee will not be provided those rights under the San Bernardino County Personnel Rules afforded only to employees who have attained regular status. This Contract does not expand or alter any jurisdiction established by the Personnel Rules or any MOU. Contractor shall adhere to the County's and CFC's standards of employee conduct, including all applicable rules, policies, and regulations. Violation of applicable standards may result in Contract termination or lesser penalties.

**C. WORKERS COMPENSATION AND LIABILITY COVERAGE**

Contractor shall be covered by the County's Workers' Compensation insurance coverage during the hours actually worked under this Contract. Contractor shall be covered by the County's General Liability Insurance only while performing services under this Contract.

**D. USE OF PRIVATE VEHICLE**

If the services to be performed under this Contract require Contractor to drive a vehicle, Contractor must possess a valid California Driver License at all times during the performance of this Contract. Contractor agrees to allow County to obtain a Department of Motor Vehicles report of Contractor's driving record.

In order for Contractor to be able to use a private vehicle during the performance of this Contract, Contractor shall possess at Contractor's sole cost vehicle liability insurance at least equal to the minimum requirements of the California Vehicle Code.

Failure to comply with the requirements of this Paragraph shall be deemed cause for termination of this Contract, pursuant to Section IV.

**E. EVIDENCE OF ELIGIBILITY TO WORK**

Contractor shall submit evidence of eligibility to work in the United States and verification of identity within three (3) working days of the effective date of this Contract. Contractor shall submit to and successfully complete a preemployment background check, including a medical examination through the County's Center for Employee Health and Wellness. This provision is satisfied if Contractor is a current/contract employee who previously met the requirement of this provision.

**F. DIRECT DEPOSIT**

Contractor must make and maintain arrangements for the direct deposit of paychecks into the financial institution of their choice via electronic fund transfer. Inability or failure by Contractor to make such arrangements will result in the County paying Contractor via pay card.

**G. CONFIDENTIALITY AND COMPLIANCE**

Contractor agrees to keep confidential all County data, including, but not limited to, patient/consumer data, design concepts, algorithms, programs, formats, documentation, vendor proprietary information and all other original materials produced, created by or provided for the County and/or CFC. In addition, upon termination of this contract, Contractor agrees to return all confidential materials to the Director or his/her designee. As provided in

Section III of this Contract, Contractor agrees to follow all County, CFC, and appointing authority policies, procedures, and standard practices, as well as the Code of Conduct. Contractor shall comply with all applicable laws, rules, regulations, court orders and governmental agency orders.

H. MISCELLANEOUS

Government Code section 53243.2 requires the following provision be included in this Contract: If this Contract is terminated, any cash settlement related to the termination that Contractor may receive from the County shall be fully reimbursed to the County if Contractor is convicted of a crime involving an abuse of his or her office or position, as defined in Section 53243.4.

**VII. CONCLUSION**

- A. This contract, consisting of ten (10) pages and Attachment 1, is the full and complete document describing services regarding the Contractor’s rights and obligations of the parties, including all covenants, conditions and benefits.
  
- B. This Contract may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Contract. The parties shall be entitled to sign and transmit an electronic signature of this Contract (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Contract upon request

SAN BERNARDINO COUNTY

►  
 \_\_\_\_\_  
 Dawn Rowe, Chair, Board of Supervisors

Dated: \_\_\_\_\_  
 SIGNED AND CERTIFIED THAT A COPY OF THIS DOCUMENT HAS BEEN DELIVERED TO THE CHAIRMAN OF THE BOARD  
 Lynna Monell  
 Clerk of the Board of Supervisors  
 of the County of San Bernardino

By \_\_\_\_\_  
 Deputy

By ► \_\_\_\_\_  
 (Authorized signature - sign in blue ink)

Name Michael Limon  
 (Print or type name of person signing contract)

Title Supervising Office Assistant  
 (Print or Type)

Dated: \_\_\_\_\_

Address Address on file

**FOR COUNTY USE ONLY**

Approved as to Legal Form	Reviewed for Contract Compliance	Reviewed/Approved by Department
► Scott Runyan, Principal Assistant County Counsel	► Lisa Rivas-Ordaz, Contracts Manager	► Gilbert Ramos, Assistant Executive Officer
Date _____	Date _____	Date _____

**Attachment 1**  
**Position Job Description**  
**Contract Supervising Office Assistant**

Contractor shall be employed as a Contract Supervising Office Assistant with the Children and Families Commission (Commission) - First 5 San Bernardino. Contractor shall work cooperatively with the staff of the Commission under the direction of the Chief Financial Officer, performing a broad range of duties, including, but not limited to, the following:

- A. Maintain the department's internal business technology infrastructure through support and/or coordination of vendors/County; analyzes need and recommends new products.
- B. Manage the Administrative needs of the Systems/Programs and Community Engagement Teams; provide leadership and coordination to department administrative work needs; participate in or provide input to agency strategic planning process; delegate and oversee all work requests sent to the administrative support team, monitor agency wide upcoming program work to project needs for additional administrative support, coordinate administrative support for agency projects; develop and maintain relationships with contracted agencies, community partners and stakeholders as needed.
- C. Oversee and manage department's facility and space needs; manage day-to-day building maintenance and repair needs and issues; arrange for and oversee all building maintenance services and contracts; oversee space allocation and assignment issues, including storage needs; plan for and coordinate general office maintenance including workroom, kitchen, Commission conference center, technology center, and other common areas; arrange for other supplies, services, signage, and/or equipment as needed; develop, communicate, and ensure compliance with policies and procedures related to office maintenance and usage.
- D. Oversee the department's Emergency Services planning; coordinate and manage all activities related to safety and safety protocols, safety team, safety training, coordinated drills, and communication with County Safety/Office of Emergency Services.
- E. Supervise the work of assigned support staff; evaluate work performance; prepare and sign performance evaluations; participate in personnel decisions, including hiring and disciplinary actions; assist in resolving employee grievances; approve leave requests.
- F. Plan, organize, schedule, and assign the day-to-day clerical support operations of the office; establish work sequence, priorities, deadlines, and work standards; estimate supply, staff, and equipment requirements.
- G. Identify training needs and plan training programs; develop training curricula and prepare training materials.
- H. Review work products prepared and processed by unit/section for accuracy and compliance with County policy.
- I. Assist in developing, revising, and implementing new or revised procedures, forms, and office systems; coordinate clerical services with other departmental operations.
- J. Maintain records of workload and personnel information; prepare operational, narrative, and statistical reports; perform confidential typing and file maintenance.

- K. Research data, laws, regulations, and policies, and explain and interpret same to the public, employees, supervisors, and others; handle unusual or difficult problems referred by subordinates.
- L. Operate computer, applicable software, and a variety of other office machines; enter and retrieve a variety of data.
- M. Compose correspondence, and compile information for reports, budget justifications, special projects, and studies; prepare manuals on office procedures and instruct clerical staff in their use.
- N. Supervise the preparation of narrative, statistical, legal, and other reports, forms, or correspondence.
- O. Set up and maintain indexing and filing systems, record keeping procedures, systems, and office procedures; direct the storing, retrieving, and purging of information in automated or manual filing systems.
- P. Perform mathematical calculations; compute statistics, receive, and issue receipts for cash; prepare purchase orders and requisitions; check and maintain appropriate records.
- Q. Review the preparation of, or processing of a variety of complex documents, calendars, legal orders, forms, correspondence, and other material; function as an authoritative source of information on regulations, rules, department policy, and guidelines; update knowledge through reading, training, meetings, or briefings.
- R. Serve as the authoritative source of information on the intent, coverage, and content of instructions, guides, precedents, and regulations.
- S. Conduct special studies relating to the development and implementation of office clerical operations, policies, and procedures.
- T. Perform other special projects and duties as assigned.
- U. Provide vacation coverage and temporary relief as required.
- V. Travel throughout the County as required.