



Contract Number

SAP Number

## Preschool Services Department

Department Contract Representative	Martha Garcia
Telephone Number	(909) 383-2036
Contractor	
Contractor Representative	
Telephone Number	
Contract Term	
Original Contract Amount	
Amendment Amount	
Total Contract Amount	
Cost Center	

### IT IS HEREBY AGREED AS FOLLOWS:

**WHEREAS**, San Bernardino County, hereinafter called the County, desires to obtain the services of Contractor under the terms and conditions set forth in this Contract, and

**WHEREAS**, Contractor has the skills and knowledge necessary to provide **Supervising Case Management Nurse** services for the County's Human Services Preschool Services Department (PSD); and

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

## TABLE OF CONTENTS

I. DUTIES AND RESPONSIBILITIES OF CONTRACTOR .....	3
II. TERM.....	3
III. COMPENSATION OF CONTRACTOR.....	4
IV. TERMS AND CONDITIONS OF EMPLOYMENT .....	4
V. GENERAL PROVISIONS.....	4
VI. CONFLICT OF INTEREST .....	5
VII. CONCLUSION.....	6

## **I. DUTIES AND RESPONSIBILITIES OF CONTRACTOR**

Under general direction of the Director of Preschool Services Department (PSD) or his/her designee Contractor shall be employed as a PSD Supervising Case Management Nurse with the Preschool Services Department. Contractor shall perform a broad range of duties, including, but not limited to, the following:

- A. Supervise professional nursing and related health personnel including interns, and support staff by providing clinical oversight and direction. Supervise registered nurses in the home visitation program, which provides maternal and early childhood health services.
- B. Review daily service delivery by employees; monitor quality of service, train and evaluate employees, resolve problems and complaints; conduct investigations into allegations made against site staff as assigned.
- C. Review program policies and procedures to determine effectiveness of operations and services; ensure compliance with program goals and legal guidelines; monitor and maintain overall compliance with standards of external regulatory agencies as needed.
- D. Coordinate services for the health program segment within the Head Start Program.
- E. Ensure the timely delivery of health services including medical and dental services to all children enrolled at PSD sites throughout the County.
- F. Compile, assess, and present health department data and determine possible areas of non-compliance, make recommendations, and oversee the development of care plans.
- G. Assist teaching staff with educating parents of children with chronic health conditions by implementing classroom care plans as defined by children's medical professionals.
- H. Document delivery of care according to departmental requirements, standards of care and regulatory requirements; prepare and maintain reports.
- I. Collaborate with multidisciplinary teams to coordinate care; provide health information to the public; attend parent and community meetings; develop and collect materials used for informational and educational purposes; develop an understanding of program goals, guidelines and objectives as a representative of the department and program.
- J. Identify potential quality of care issues and appropriately intervene to ensure optimal quality of care outcomes; make recommendations for improvement as needed.
- K. Visit sites for the purpose of reviewing the work of subordinates and observing the delivery of program services in the teaching environment; provide training for site staff in the health program.
- L. Contact physicians and specialists to secure additional documentation or clarification of medical conditions of enrolled children; document all contacts and follow-up work completed in conjunction with children's medical needs.
- M. Provide guidance to site staff regarding child exclusion provisions for return to school after exclusion.
- N. Provide vacation, temporary relief, and perform other duties as assigned.
- O. Ability to perform all duties in accordance to the Physical Characteristics Inventory (PCI).

## **II. TERM**

This Contract shall be effective \_\_\_\_\_ and shall automatically renew for the duration of the assignment annually, subject to the termination provision of this Paragraph. Notwithstanding the foregoing, either party may terminate this Contract at any time without cause with a 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.

The Director of Preschool Services shall be the appointing authority and shall have the full authority and discretion to exercise County rights under this paragraph.

### **III. 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 outlined in the PSD Supervisory Unit Memorandum of Understanding. This Contract, and the provisions in the PSD Supervisory Unit MOU, provide for the full compensation to Contractor for services required hereunder. If Contractor is a current Contract employee, this Contract replaces and continues Contractor's employment.

#### **SALARY RATE**

Contractor shall be compensated for services at a rate of \$\_\_\_\_\_ per hour, which is equivalent to Step \_\_\_\_ of Range 68B of the PSD Supervisory Unit Salary Schedule:

Step 1	Step 2	Step 3
\$49.25	\$50.49	\$51.74

### **IV. TERMS AND CONDITIONS OF EMPLOYMENT**

All other terms and conditions of employment provided to the contractor are as provided in the PSD Supervisory Unit MOU.

### **V. GENERAL PROVISIONS**

- A. If the services to be performed under this Agreement require Contractor to drive a vehicle, Contractor must possess a valid California Driver License at all times during the performance of this Agreement. Contractor agrees to allow County to obtain a Department of Motor Vehicles report of Contractor's driving record.
  1. In order for Contractor to be able to use a private vehicle during the performance of this Agreement, Contractor shall be covered by vehicle liability insurance at least equal to the minimum requirements of the California Vehicle Code. Such requirements currently are:
    - a. Fifteen thousand dollars (\$15,000) for single injury or death;
    - b. Thirty thousand dollars (\$30,000) for multiple injury or death; and
    - c. Five thousand dollars (\$5,000) for property damage.
- B. Unless currently employed by the County, 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. Unless currently employed by the County, Contractor shall submit to and successfully complete a pre-employment medical examination through the County's Center for Employee Health and Wellness, which includes screening for tuberculosis and drugs before employment commences. Contractor shall obtain a fingerprint clearance or exemption and a background check performed in accordance to Preschool Services policies and regulations as a contingency of employment.
- C. Contractor must maintain and show proof of current license and/or certificate required for this position.
- D. If Contractor was a County Contractor immediately prior to entering into this Contract (without separation from County employment) then execution of this Contract shall not result in separation in County employment. Contractor shall carry forward Holiday, Vacation, Sick Leave and Compensating Time balances.

- E. In the event this Contract is terminated for the purpose of making Contractor a regular County employee, the employee shall be provided a new date of hire. Eligibility for benefits including but not limited to retirement system contributions, health benefits, leave accrual rates, and step advancements shall be based upon the provisions of the applicable Memorandum of Understanding (MOU) and/or Ordinance in effect at the time Contractor is made a regular County employee. Seniority shall be determined by the effective date of the most recent date of hire in a regular position or as otherwise provided in the MOU. Prior to Contractor attaining regular status, County shall automatically cash out for Contractor any unused leave accrual balances (of those types of leave that are eligible for cash out) in accordance with Section III of this Contract, unless the balances are maintained and carried over with the consent and at the sole discretion of the receiving County department.
- F. If Contractor is currently a regular County Employee, Contractor shall be provided a new date of hire upon execution of this Contract. Contractor shall not maintain nor carry forward any leave balances accrued during prior County employment.
- G. As provided in the PSD Supervisory Unit Memorandum of Understanding, Contractor will not attain regular status in this position, and as an unclassified employee, will not be afforded certain rights under the San Bernardino County Personnel Rules. Contractor shall adhere to the County's and department's standards of employee conduct, including all applicable rules, policies, and regulations. Violation of applicable standards may result in Contract termination or lesser penalties.
- H. Government code section 53243.2 requires the following provision to 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 43243.4.

## **VI. CONFLICT OF INTEREST**

As a condition of employment, the 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 is in conflict 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 associations. 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. Contractor 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."

VII. CONCLUSION

This Contract, consisting of six (6) pages, and the provisions of the PSD Supervisory Unit MOU, is the full and complete document describing services regarding the Contractor’s rights and obligations of the parties, including all covenants, conditions, and benefits.

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

► \_\_\_\_\_  
Director of Preschool Services Department

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

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

Name \_\_\_\_\_  
*(Print or type name of person signing contract)*

Title \_\_\_\_\_  
*(Print or Type)*

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

Address \_\_\_\_\_