

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of Commissioners
Philip Morley, County Administrator

FROM: Kate Driehaus – WSU Jefferson County Extension

DATE: July 9, 2012

RE: Contract service provider agreement with Virginia Beard for Lead Teacher in the WSU Extension 4-H Afterschool Program

STATEMENT OF ISSUE:

The WSU 4-H Afterschool program would like to contract with Virginia Beard to teach in the 4-H Afterschool Program.

ANALYSIS:

Virginia Beard has several years of experience teaching in the 4-H Afterschool Program, and WSU Extension would like to continue to contract with her for these services, as described in the attached position description. Contractor agrees to waive health & paid leave benefits as permitted in the County's labor agreement with the UFCW.

FISCAL IMPACT:

\$15,000 maximum

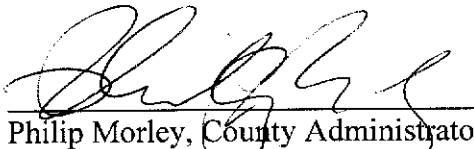
RECOMMENDATION:

It is recommended that the BOCC approve this contract agreement

DEPARTMENT CONTACT:

Kate Driehaus 360-379-5610 ext. 206

REVIEWED BY:


Philip Morley, County Administrator

7/5/12

Date

CONTRACT SERVICE PROVIDER AGREEMENT

WHEREAS, Virginia L. Beard, (PROVIDER) desires to provide her services to Jefferson County, and

WHEREAS, Jefferson County, (COUNTY) is desirous of these services, and

WHEREAS, Section 2.5 of the County's labor agreement with UFCW 1001 (LABOR AGREEMENT) permits utilization of a Contract Service Provider to be employed by the COUNTY and waive any or all provisions of the LABOR AGREEMENT, and

WHEREAS, the PROVIDER and COUNTY, in mutual agreement, find it is to their collective benefit to enter into a Contract Service Provider Agreement to perform certain tasks for the WSU Jefferson County Extension – 4-H After School, as described in Attachment A and

WHEREAS, the PROVIDER is by this action and her free will and consent waiving the terms and conditions of the LABOR AGREEMENT as specified herein,

NOW THEREFORE IT IS AGREED:

1. The terms and conditions of the LABOR AGREEMENT will be applicable to the PROVIDER except as specified below:
 - a. Article 7, Health and Welfare; the PROVIDER shall not receive health and welfare benefits.
 - b. Article 8, Leaves; the PROVIDER shall not receive any paid leave provisions.
 - c. Article 11, Grievance and Arbitration Procedures; the PROVIDER shall not be subject of he Grievance and Arbitration provisions.
 - d. Article 12, Seniority; the PROVIDER shall receive no seniority credit for time worked under this agreement.
 - e. Article 13, Wage and Classification; the work performed shall not be classified under the salary system. The hourly wage shall be as established by this agreement.
2. COUNTY shall compensate PROVIDER at an hourly rate of \$12.00 per hour for a maximum of 20 hours per week.
3. The PROVIDER will be required to pass a criminal background check performed by the COUNTY.
4. The PROVIDER shall be responsible for monthly Union dues and other fees levied by the Union.

5. This agreement terminates December 31, 2012 or with written notice given by either party fourteen (14) days in advance of the termination date, or in the even, grant funds supporting this position are not longer available to Jefferson County.

6. This agreement represents the entire and integrated agreement between the COUNTY and the PROVIDER and supersedes all prior negotiations, representations, or agreements written or oral. This agreement may be amended only by written instrument signed by both the COUNTY and PROVIDER.

EFFECTIVE the 1st day of January, 2012

DATED this _____ day of _____, 2012

JEFFERSON COUNTY

CONTRACT SERVICE PROVIDER

Virginia L Beard 6-21-12

Virginia Beard

Jefferson County Commissioner

DEPARTMENT HEAD

Laura Lewis 06/29/2012

Laura Lewis, Director

Date

WSU Jefferson County Extension

APPROVED AS TO FORM ONLY

David Albray 6/19/12

Prosecuting Attorney

Attachment A

Job Description

Lead Teacher – WSU Jefferson County Extension After School Program

- Typically works between the hours of 1:00 p.m. – 6:00 p.m. daily, Monday through Friday, approximately 40 weeks per year. Lead Teacher may occasionally be compensated for work outside of these hours for special program events and activities.
- Plans daily lessons related to the theme of Forestry, emphasizing developmentally appropriate hands-on activities that incorporate the framework of the 4-H Youth Leadership Model. This model includes hands-on education, public speaking, project presentations, reflective and goal-setting processes as well as community service.
- Incorporates into the hands-on lessons an emphasis on the U.S. Forest Service career pathways, including forest technologies, restoration, ecology, engineering, aviation, public relations and education, habitat management, wilderness recreation and survival, and forest management.
- Gathers the necessary supplies and materials for the planned hands-on activities
- Utilizes appropriate county processes for purchase of program materials and supplies and/or reimbursement for purchases.
- Utilizes appropriate county processes for reimbursement for mileage.
- Plans program field trips when appropriate, taking special advantage of days when the Quilcene School District has early release days.
- Receives defensive driving training and certification, and submit a driver's abstract for approval to drive the 4-H van for field trips.
- Sets up the instructional space daily, including completing safety inspections of the playground area and instructional space before the youth participants arrive.
- Communicates and coordinates with parents and guardians to maximize organization and success for every child participating in the program.
- Communicates and coordinates with the other Lead Teachers and Jefferson County 4-H Coordinator to maximize the success of the overall program.
- Reports to CPS any suspected issues related to child abuse or neglect. The Jefferson County 4-H Coordinator will assist the Lead Teacher as well in these cases.