This Agreement is made and entered into by, between and among the Los Angeles County Office of Education, hereinafter referred to as “LACOE” and XXXXXXXX, hereinafter referred to as “DISTRICT”, effective at the time hereinafter set forth.

RECITALS

The purpose of this agreement is to create an Employee Assistance Program which will provide employees of the parties to this agreement with a common source of information, pre-referral counseling, evaluation, referrals, and follow-up. A further purpose is to provide training and in-service programs for management and supervisory personnel of the parties, to assist in the early recognition of employee problems that can or do affect job performance, and to assist in making appropriate intervention with respect to such employee problems.

The authority for entering into this agreement is the Joint Exercise of Powers Act, comprising Section 6500 et seq. of the Government Code of the State of California.

The governing boards of the school districts which are parties to this agreement agree that LACOE is to act as coordinator and administrator of the Employee Assistance Program. Further, each of said governing bodies authorizes its district superintendent to vote for a seven-member Executive Board.

The Executive Board shall assist LACOE in identifying needs, evaluating services, planning programs and establishing a budget.

It is intended that the services to be provided hereunder on a joint basis will result in benefits to each of the parties and their employees at less cost to the taxpayers than if such services were provided separately.

It is not intended that a separate entity or entity be created by this agreement.

NOW THEREFORE, the parties to this agreement mutually agree as follows:

1. PARTICIES

LACOE and those school districts which execute this Agreement hereby form an employee assistance program association to be known as "Employee Assistance Service for Education" (EASE).

Additional school districts may become parties to this agreement upon recommendation of the Executive Board and approval of LACOE and upon execution of this Agreement by their respective governing boards.
2. **TERM OF THIS AGREEMENT**

This Agreement shall be effective as of the date of contract signature and continue in effect until terminated, in accordance with the terms and conditions set forth herein, as modified from time to time by the parties, unless a party submits a written notice of cancellation of its participation in this Agreement to LACOE on or before April 1 to become effective the next succeeding July 1.

3. **PAYMENT PROVISIONS**

Each district, by becoming a signatory, agrees to provide EASE with an annual payment, beginning July 1 of each year, of Ten dollars and 20/100 ($10.20) for each employee of the District to be covered, as determined by the District on or before October 1 of each year. Such employees may include permanent, probationary, casual, officers and the like.

Parties entering into this agreement after July 1 of any one year shall pay the annual fee on a prorated basis, calculated on the number of months remaining in the fiscal year.

The payment shall be based on the number of employees determined by each party to be eligible for services from EASE. It is understood that the spouse and dependents of each employee shall also be eligible for services, where appropriate, and that any services provided to said spouse and/or dependents is included in the fee per employee. Participation in the services provided to such spouse and/or dependents shall in accordance with policies established by LACOE, with the approval of the Executive Board. The above-specified annual fee may be modified upon recommendation of the Executive Board and approval of the County Superintendent. Any modification of this fee may be made not more than once each fiscal year, and shall be made no later than March 15 to be effective July 1 of the following year.

Payment by the parties shall be made to the LACOE on or before October 1 of each year, after the receipt of an invoice. A party entering into the agreement after December 1 in any year shall make an initial payment, upon the effective date of its becoming a party, and upon receipt of an invoice.

4. **ADMINISTRATION**

LACOE is hereby designated to administer the provisions of this Agreement, and its powers in doing so shall be subject to the restrictions upon the manner of exercising such powers as are applicable to the first signatory unified school district which has not incorporated the merit system for classified employees.
5. **SERVICES TO BE PROVIDED**

Upon recommendation of the Executive Board, LACOE shall, either directly, by contract, or employment of staff, perform the following services to the parties:

a. Assist employees and eligible spouse and/or dependents who have personal problems affecting employee job performance by:
   - Confidential interviewing;
   - Evaluating their problems and discussing with them treatment and/or counseling options;
   - Referring them to appropriate private or public agencies for treatment;
   - Providing them with appropriate information.

b. Assist management and/or supervisory personnel in dealing with employees with possible personal problems by providing:
   - Confidential consultation;
   - Workshops and in-service meetings on the early recognition of employees with problems affecting their job performance and on appropriate intervention; and,
   - Other appropriate information.

6. **ADMINISTRATIVE COSTS**

The costs incurred by LACOE in administering this agreement, including but not limited to, employment of staff, telephone charges, postage and mailing supplies, materials, printing, desks, chairs, tables, typewriters, rental of facilities, contract services, to the extent recommended by the Executive Board, and to the extent such funds are available, shall be paid from the EASE account. Other costs that may be incurred by parties other than the County Superintendent shall be at their expense, and shall not be chargeable against said account.

7. **ACCOUNTABILITY FOR FUNDS AND AUDIT**

LACOE shall be strictly accountable for all funds received pursuant to this agreement and shall, within a reasonable time after each June 30th that this agreement is in effect, make a financial report to all participating parties.
8. **AMENDMENTS**

This Agreement may be amended by a majority vote of the parties, provided that any amendment is compatible with the purposes of this Agreement. Any such amendment shall be effective upon the date of the final execution thereof by a majority of the parties thereto.

9. **SURPLUS FUNDS UPON DISSOLUTION**

Upon dissolution of this Agreement, any surplus funds in the EASE account shall be returned to the parties in proportion to their respective contributions to said account during the last year of the Agreement.

10. **SEVERABILITY CLAUSE**

Should any portion, term, condition, or provision of this agreement be finally adjudged by a court of competent jurisdiction to be illegal or in conflict with any laws of the State of California, or be otherwise rendered unenforceable or ineffectual, the validity of the remaining portions, terms, conditions and provisions shall not be affected thereby.

11. **INDEMNIFICATION AND HOLD HARMLESS**

In accordance with the provisions of Government Code Section 895.4, each party agrees to and does hereby indemnify and hold harmless each other party, its officers, agents and employees from every claim or demand made, and every liability, loss, damage, or expense of any nature whatsoever, which may be incurred by reason of a negligent or wrongful act or omission of the indemnifying party, or officer, agent, or employee of the indemnifying party.

In addition, LACOE shall cause to be inserted or shall attempt to cause to be inserted, in every contract with an independent contractor providing services under this agreement, an appropriate indemnification and hold harmless clause for protection of all parties to this Agreement, their officers, agents, and employees.

12. **EXECUTION**

This Agreement may be executed by each school district on a separate copy with the same force and effect as though all districts so executing separate copies had executed a single copy. The collection of such separately executed copies shall be treated as a single copy executed by all parties. Each executing district shall promptly transmit a signed copy of this Agreement to the Los Angeles County Office of Education, 9300 East Imperial Highway, Downey, California 90242-2890, to the attention of the Contracts Section, ECW 1008 or via email to MyContracts@LACOE.EDU.
The estimated number of employees who will participate in EASE during the [SPECIFY FY_________] school year is:

Covered Employees (Management, Certificated and Classified):

[in WORDS]__________________________________________
(in NUMBERS)__________________________________________

Optional Coverage: Part-time employees:

[in WORDS]__________________________________________
(in NUMBERS)__________________________________________

Optional Coverage: Community College - Adjunct Faculty:

[in WORDS]__________________________________________
(in NUMBERS)__________________________________________

Total Number of Employees Covered:

[in WORDS]__________________________________________
(in NUMBERS)__________________________________________

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be duly executed by their authorized officer and are thereunto duly authorized as set forth herein below.

LOS ANGELES COUNTY   XXXXXXXXXXXX
OFFICE OF EDUCATION

By ____________________________ By ____________________________
Patricia Smith               ____________________________
Chief Financial Officer     Typed or Printed Name
Title ____________________________

Date ____________________________ Date ____________________________
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