REIMBURSEMENT FROM OUTSIDE AGENCY
AGREEMENT

This Agreement is entered into between the _____ _____ ("the Organization") and the Mt. Diablo Unified School District (the "District") on _____ (date).

WHEREAS, the above-named Organization wishes to provide additional services for students at _____ school; and

WHEREAS, the District is required by law to employ individuals who serve in District programs as employees of the District;

NOW, THEREFORE, for and in consideration of the mutual promises and covenants herein contained, and for other good and valuable consideration, the District and the Organization have agreed to and do agree as follows:

1. The District shall **create** ___ **FTE** in the position of _____ _____.

2. The Organization shall reimburse the District for the total costs of the employee, such as salary, health and welfare benefits, and all statutory benefits including retirement contributions (STRS, PERS, PARS, FICA), workers' compensation, unemployment insurance, vacation payouts and any other cost incurred as a result of this employment. The Organization shall be responsible for salary increases granted throughout the year. ***The District shall invoice the Organization on a quarterly basis for actual costs incurred.***

3. The District shall be the employer of the individual hired pursuant to this Agreement and shall be solely responsible to direct the work, evaluate, and/or discipline. The Organization's sole involvement is reimbursement of the total cost to the District of said employee filling the position listed in #1 above.

4. This Agreement shall remain in effect:

   from _____ through _____

5. The Organization shall only be responsible for reimbursement through the date set for termination of the Agreement by the District. ***Funding for Certificated positions must be confirmed in advance for reimbursement of the entire school year. Funding for Classified positions must be confirmed in advance for at least three months of reimbursement.***

_____ _____
Authorized Agent Date

_____ _____
Site Principal Date

Office Use Only:

Certificated ____ Classified ____

EE ID: _____ EE Name: _____