



**MANAGEMENT
EMPLOYMENT SERVICE AGREEMENT**

APR 13 2022

This Service Agreement is made this ____ day of _____, 2022, by and between Broken Arrow Public Schools (hereafter, "School") and Oklahoma State School Boards Association Employment Services Program (hereafter, "OSSBA").

The Board of Education of the School has voted to join the OSSBA Employment Services Program for the 2022-2023 school year and agrees to pay OSSBA an administrative fee in the amount equal to \$6.50 per employee multiplied by 2665, which equals the number of School employees, for a total annual administrative fee of \$17,322.50.

The administrative fee will be paid in exchange for employment related services provided by OSSBA, including but not limited to:

- 1) Providing complete legal representation by an Oklahoma licensed attorney in all aspects of the unemployment claims process before the Oklahoma Employment Security Commission (hereafter "OESC");
- 2) Auditing the payment of all unemployment claims to ensure the minimum is paid and any overpayments are recovered;
- 3) Providing quarterly reports of unemployment claims and amounts paid by the OESC to Claimants on the School's behalf;
- 4) Providing up-to-date Legislative and Administrative Law Updates to keep the School informed of changes that affect unemployment claims and costs; and
- 5) Providing opportunities for employment training and information.

Payment: During the term of this Service Agreement, at the beginning of each calendar quarter, OSSBA will issue an invoice to the School for an amount equal to a quarter of the total annual administrative fee. Upon receipt, the School shall pay the full amount invoiced.

Term of Agreement: This Service Agreement will be effective for the 2022-2023 fiscal year which ends on June 30, 2023. This Service Agreement may be renewed for a subsequent fiscal year by the Board of Education of the School taking such necessary action.

Revision or termination of Agreement: Either party may revise this Service Agreement with 60 days' written notice to the other party. If either party does not fulfill what it has agreed upon in the above terms, then termination may be made within 30 days' written notice to the other party.



Signed:

Dr. Shawn Hime
OSSBA Executive Director

School Board President or Designee
Broken Arrow Public Schools (6920)

04/11/2022
Date

Date