

## EXHIBIT A

### PRICING FOR KELLY EDUCATIONAL STAFFING

This Pricing Exhibit A is incorporated and made part of the Agreement for Educational Services between Kelly Services, Inc. and Mt. Vernon Community Schools. The pricing in Exhibit A is confidential and proprietary to Kelly. Customer agrees not to disclose the contents of Pricing Exhibit A to persons or entities not party to this agreement without Kelly's written permission.

#### 1. Types of Assignments; Pricing to begin January 1, 2020 – June 30, 2023

The Assigned Employees will be assigned to the following positions and at the following rates:

Substitute Position	Pay Rate	Pay Type	Markup	Bill Rate
Teachers	\$ 85.00	Daily	1.295	\$ 110.08
Paraprofessional	\$ 10.00	Hourly	1.295	\$ 12.95
Long Term Teacher (IN License) 15+ days	\$ 208.75	Daily	1.295	\$ 270.33
Food Service	\$11.26	Hourly	1.295	\$14.58
Custodial	\$12.85	Hourly	1.295	\$16.64

#### 2. Pricing for Hiring a Kelly Temporary Employee

If Customer hires an Assigned Employee before the Assigned Employee works 90 substitute days, Customer agrees to pay a placement fee upon hiring the Kelly Educational Staffing temporary employee to work in full- or part-time position of employment with the Customer. The placement fee is based on days worked. The fee schedule is set forth below.

1 – 60 days worked	Fee Waived
61 – 90 days worked	Fee Waived
90+ days worked	Fee Waived

\*Annualized salary based on the daily bill rate would be calculated as follows:

*Total school days in a school year multiplied by the daily bill rate = annualized salary*

The annualized salary calculation using hourly rates is calculated as follows:

*Total school days in a year multiplied by the hourly bill rate multiplied by the number of hours per work day = annualized salary*

#### 3. Pricing for Hiring a Direct Hire Candidate

If the Customer hires a candidate referred to it by Kelly Educational Staffing for direct hire by Customer, the Customer agrees to pay a direct placement fee of 20% of the candidate's annualized salary.

**KELLY SERVICES, INC.**

**Mt. Vernon Community Schools**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: Chris Smedley

Name: Chris Smedley

Title: Assistant Superintendent

Date: July 17, 2020

## JOB DESCRIPTION: FOOD SERVICE WORKER

### 1) JOB TITLE: FOOD SERVICE WORKER (SUBSTITUTE)

Other job titles that a substitute Food Service Worker may be known by include (but are not limited to): Culinary Worker, Cafeteria Worker, and School Nutrition Worker, etc.

### 2) QUALIFICATIONS:

- a) Meets state requirements for education qualifications.
- b) Has effective organizational, communication and interpersonal communication skills.
- c) Must be able to follow oral and written directions and have the ability to establish effective working relationships with School District staff and students.
- d) Must comply with school Safety Manual Rules and Regulations and OSHA requirements.
- e) Endeavors to understand and respect the values and traditions of the diverse cultures represented in the community and in the school.
- f) Such additional qualifications to the above as the Board of Education may find appropriate and acceptable and as agreed upon by Kelly Educational Staffing (KES).

### 3) REPORTING STRUCTURE

- a) The Kelly Food Service employee will report to the School Principal or Assigned School District Food Service Manager.
- b) Kelly substitute Food Service Worker will receive day-to-day and all job-specific instruction from the School District.

### 4) JOB GOAL

- a) In the absence of the School District full-time Food Service Worker, the Food Service Worker provides food service assistance and direct services to students.
- b) The Food Service Worker shall work under the direction of the School District's full-time Food Services Manager or other designee, who has ultimate responsibility for designing and implementing food preparation and services.

### 5) SCOPE OF RESPONSIBILITY

Food Service Workers work at all times under direction and supervision of School District full-time, professional employees.

- a) Follow sign in/sign out procedures as prescribed by the School District personnel
- b) Assist in providing food service preparation and services to students, and other related kitchen duties, under the direction and guidance of School District personnel.
- c) Dresses in a safe and appropriate manner as described in the KES Standards of Professional Conduct
- d) Follow all food safety and storage rules.
- e) Follow all established sanitation procedures.
- f) Operate all mechanical kitchen equipment correctly and safely.
- g) Assist in money and meal accountability.
- h) Cooperate with the School Food Service Manager to provide a positive and inviting dining experience for students and faculty.
- i) Report all personal injury or school property and/or theft to Kelly supervisor and School District personnel immediately.
- j) Allows all students to see the on-site nurse or visit the school clinic, if and when they request to do so. The KES Food Service Worker should never make judgment calls as to the authenticity of a student's request in this regard, unless otherwise directed by School District personnel.
- k) Allows all students to use the restroom, if and when they request to do so. The KES Food Service Worker should never make judgment calls as to the authenticity of a student's request in this regard, unless otherwise directed by School District personnel.

## 6) UNACCEPTABLE DUTIES/RESPONSIBILITIES

The KES Substitute Food Service Worker shall not:

- a) Have sole supervisory responsibility or any supervisory responsibility for students.
- b) Touch or be in any type of physical contact with students.
- c) Actively or competitively participate in any physical activities, exercises, competitive games or sports with students or other faculty members at any time, including in school gymnasiums, classrooms, or on the playground. In the event an assigned employee is assigned to a physical education class, physical activity shall be limited to non-participation instructional purposes only.
- d) For the physical safety of the students and the KES Food Service Worker and to avoid KES being held liable for injuries, the Food Service Worker shall not perform duties that will require or permit the following:
  - (1) Administer medication.
  - (2) Diagnose an injury or illness that is actual, perceived, suspected, or claimed.
  - (3) Physically move, touch, or be in any type of physical contact with a student.
  - (4) Sole supervision of the cafeteria and/or food service area.
  - (5) To be alone with a student in a private setting.<sup>1</sup>
  - (6) One-on-one contact with special needs students including physical restraint or meal assistance.

School District will use KES Food Service Worker only in assignments consistent with the job descriptions for which KES places them, will not give duties to a KES Food Service Worker that KES Food Service Worker must perform outside of School District's premises, and will take full responsibility for assignments or duties that differ from the KES Food Service Workers' mutually agreed upon job duties, responsibilities, work environment, or location, unless mutually agreed to in writing.

## 7) IN GENERAL

I have read this job description for a KES Food Service Worker, and it accurately describes the duties and responsibilities of the KES Food Service Worker that we want him or her to perform.

We agree to immediately notify our KES representative of any proposed change in job duties or responsibilities that differ or are inconsistent with the standards contained herein. We further understand that no changes may take effect until KES has formally agreed to the proposed change.

Upon signing this job description, I agree on behalf of the school district that this job description is incorporated by reference and made part of the agreement we have the Kelly Services, Inc. through its service offering, Kelly Educational Staffing.

<u>Wt. Vernon CSE</u>	
Print Name of School District or Employee	Kelly Services, Inc.
Signature: <u>Chris Smedley</u>	Signature: _____
Print Name: <u>Chris Smedley</u>	Print: _____
Title: <u>Asst. Superintendent</u>	Title: _____
Date: <u>7/17/2020</u>	Date: _____

<sup>1</sup> This includes in-house teaching, visiting a student's home for any reason, having custody of a single student beyond the presence of other adults or students and/or assignments without on-site supervision from district personnel.

## JOB DESCRIPTION: CUSTODIAL WORKER

- 1) JOB TITLE: CUSTODIAL WORKER (SUBSTITUTE).** Other job titles that a substitute Custodial Worker may be known by include (but are not limited to): Custodian, Maintenance Worker, etc.
- 2) QUALIFICATIONS.**
  - a) Meets state requirements for education qualifications.
  - b) Has effective organizational, communication and interpersonal communication skills.
  - c) Must be able to follow oral and written directions and have the ability to establish effective working relationships with District/School staff and students.
  - d) Must comply with school Safety Manual Rules and Regulations and OSHA requirements.
  - e) Endeavors to understand and respect the values and traditions of the diverse cultures represented in the community and in the school.
  - f) Such additional qualifications to the above as the Board of Education may find appropriate and acceptable and as agreed upon by Kelly Educational Staffing (KES).
- 3) REPORT STRUCTURE.**
  - a) The Custodial Worker shall report to the School Principal or an authorized custodial manager or supervisor.
  - b) Kelly substitute Custodial Worker will receive day-to-day and all job-specific instruction from the School District.
- 4) JOB GOAL.** In the absence of a full-time Custodial Worker, the KES Custodial Worker will create a clean environment for students, staff and visitors in the assigned building. The Custodial Worker will act under the direction of the School District's full-time Custodial Manager or his or her designee, who has ultimate responsibility for designing and implementing custodial services.
- 5) SCOPE OF RESPONSIBILITY:**
  - a) Work at all times under direction and supervision of School District's full time, professional staff.
  - b) Follow sign in and sign out procedures, as prescribed by the School District.
  - c) Dresses in a safe and appropriate manner as described in the KES Standards of Professional Conduct
  - d) Assist in providing cleaning, maintenance and other custodial care services to the building and school grounds, under the direction and guidance of School District personnel.
  - e) Follow the School District's cleaning and sanitation rules and procedures.
  - f) Implement proper care, use, and safety of chemicals and equipment.
  - g) Report any school building or grounds safety concerns, or faulty equipment to School District personnel.
  - h) Report all personal injury or school property or theft to Kelly supervisor and District/School personnel immediately.
- 6) UNACCEPTABLE DUTIES & RESPONSIBILITIES.** The Custodial Worker shall not:
  - a) Have any supervisory responsibility for students.
  - b) Touch or be in any type of physical contact with students.
  - c) For the physical safety of the students and the KES Custodian and to avoid KES being held liable for injuries, the Custodian shall not perform duties that will require or permit the following:
    - (1) Administer medication.
    - (2) Diagnose an injury or illness that is actual, perceived, suspected, or claimed.
    - (3) Physically move, touch, or be in any type of physical contact with a student.

- (4) Be alone with a student in a private setting.<sup>1</sup>
- (5) One-on-one contact with special needs students including physical restraint or care.
- d) Deny any student the option to use the restroom if and when they request to do so unless otherwise directed by School District personnel.
- e) Deny any student the option to see the on-site nurse or visit the school clinic if and when they request to do so unless otherwise directed by School District personnel.
- f) Actively or competitively participate in any physical activities, exercises, competitive games or sports with students or other faculty members at any time, including in school gymnasiums, classrooms, or on the playground. In the event an assigned employee is assigned to a physical education class, physical activity shall be limited to non-participation instructional purposes only.

School District will use KES Custodial Worker only in assignments consistent with the job descriptions for which KES places them, will not give duties to a KES Custodial Worker that KES Custodial Worker must perform outside of School District's premises, and will take full responsibility for assignments or duties that differ from the KES Custodial Workers' mutually agreed upon job duties, responsibilities, work environment, or location, unless mutually agreed to in writing.

## 7) IN GENERAL

I have read this job description for a KES Custodial Worker, and it accurately describes the duties and responsibilities that we want him or her to perform.

We agree to immediately notify our KES representative of any proposed change in job duties or responsibilities that differ or are inconsistent with the standards contained herein. We further understand that no changes may take effect until KES has formally agreed to the proposed change.

Upon signing this job description, I agree on behalf of the School District that this job description is incorporated by reference and made part of the agreement we have the Kelly Services, Inc. through its service offering, Kelly Educational Staffing.

Mt Vernon CSC

Print Name of School District or Employee

Kelly Services, Inc.

Signature: 

Signature: \_\_\_\_\_

Print Name: Chris Smedley

Print: \_\_\_\_\_

Title: Asst. Superintendent

Title: \_\_\_\_\_

Date: 7/17/2020

Date: \_\_\_\_\_

<sup>1</sup> This includes in-house teaching, visiting a student's home for any reason, having custody of a single student beyond the presence of other adults or students and/or assignments without on-site supervision from district personnel.