



THE RENHILL GROUP

Primary Vendor Agreement

The Renhill Group (Renhill) is a certified woman owned business that provides comprehensive substitute staffing management services. Mid-Ohio Educational Service Center is a public-school system that requests the type of services that Renhill provides and will be referred to as the "Customer." Renhill and the Customer have agreed that the terms and conditions of their relationship are as follows:

A. SCOPE OF SERVICES

Renhill will provide Employees in the specific number as required by the Customer who will meet the general qualifications as set by the Customer. The number of positions for which Renhill is providing workers at the Customer's facilities may be increased or decreased at the discretion of the Customer depending on the fluctuations of Customer's requirements.

B. TRAINING AND PROFESSIONAL DEVELOPMENT

Renhill understands the importance the role of a substitute plays in the educational process. Prospective substitutes undergo a rigorous prescreening, hiring and orientation process. To further prepare and develop the skills of our staff, Renhill also provides:

- A mandatory online orientation program to ensure our Employees who serve as educational assistants are ready for service on day one including:
 - Substitute Teacher Essentials
 - Special Education Aide Principles
 - Renhill Employee Handbook
 - PSW Training
 - Bloodborne Pathogens for School Employees
 - Bullying Prevention
 - Child Abuse Awareness & Reporting Requirements
 - Hazard Communication for School Employees
 - Sexual Harassment
 - Slips, Trips, & Falls Prevention
 - Active Shooter

C. FEES AND PAYMENT:

- a. Customer agrees to pay Renhill for each Employee assigned based upon the rates established in the pricing schedule provided (see J.), or any Amendment attached to this Agreement. Such fees are not subject to change for a minimum time frame of one full school year (August 1, 2021 – July 31, 2022). Such rates are subject to modification if federally mandated health benefits go into effect during life of this contract.
- b. Renhill must be notified of any billing errors within 14 days of the date of the invoice. All fees and charges incurred are due and payable to Renhill upon the presentation of an invoice.

D. ADMINISTRATION AND SUPERVISION:

- a. All Employees supplied to the Customer are employees of Renhill and as the employer, Renhill retains the right to hire, evaluate, replace, discipline, layoff, terminate and reassign all Employees assigned to the Customer.
- b. Renhill will instruct all employees performing services at the Customer's locations to follow and obey any and all rules or regulations set forth by the District.
- c. Customer has the right to direct the work activities of Renhill Employees including work location, function, and hours of work. Customer has the right to notify Renhill of employees that are no longer desired at their facilities, including the reason why. Customer will not change the assigned job duties of Renhill Employees without Renhill's prior approval.
- d. Customer will provide Renhill Employees with a safe work environment as well as any necessary orientation, training or instruction related to Customer's policies and procedures.
- e. Customer shall be responsible for any additional cost or expense that may arise out of any present or future collective bargaining agreement to which Customer is a party.
- f. The Customer agrees that it will ensure safe working conditions for Employees, that it will comply with all applicable State and Federal laws, including labor, health, and safety laws, that it will provide safety equipment, safety clothing, safety devices and safety training required by federal and state law, that it will not engage in any unlawful discriminatory conduct in the selection, assignment, or removal of Renhill Employees, including discrimination on the basis of age, race, gender, national origin or disability, and that it will not allow its own employees, supervisors, or managers to engage in discriminatory or other unlawful conduct towards Renhill Employees.

E. RENHILL RESPONSIBILITIES:

- a. Renhill will be responsible for all administrative and payroll obligations of its Employees, including obtaining Employee information for payroll and other regulatory requirements and holding the Customer harmless from any liability for failure to perform these obligations regarding the Renhill Employees during the term of this Agreement.
- b. Renhill will maintain in full force and effect during the term of this Agreement, Workers' Compensation Insurance and general liability coverage for all employees supplied to the Customer.
- c. Renhill is responsible for compliance with the requirements of the Federal Employment Eligibility Verification system, including, but not limited to Immigration and Naturalization Service Form I-9 and inspection requests by the Department of Labor and the Department of Justice.
- d. Renhill will be responsible for managing the administrative burden of the Affordable Care Act for all Renhill Employees working in Customer facilities. This includes administration; reporting and governmental agency interface; tracking of hours to manage potential costs, and assuming responsibility for regulatory compliance. The cost of the coverage is passed through to the district on a monthly basis for those subs that qualify and elect coverage.
- e. Renhill is responsible for collecting and keeping in each Employee's file, all the Ohio state requirements necessary to work in a school system position.

F. RESPONSIBILITIES UNDER THE AFFORDABLE CARE ACT

- a. As the common law Employer of all Employees staffed by Renhill for Customer, Renhill will be responsible for compliance with Internal Revenue Code § 4980H and corresponding statutory and regulatory provisions under the Affordable Care Act, as those responsibilities relate to Renhill's sponsored employee benefit plans offered to Employees staffed by Renhill for Customer.
- b. Renhill will be responsible for taxes, penalties or other liabilities arising from Renhill's sponsored employee benefits plans for Employees that are staffed by Renhill for Customer and who are determined to be common law

This proposal is submitted in confidence and contains privileged, confidential trade secrets/proprietary detail. The information contained here is to be used only for your evaluation purposes and for no other purpose including, but not limited to, dissemination to individuals to whom it is not addressed. This information may be subject to an exception of public record under ORC 149.43 and therefore not a public record.

employees of Renhill. Renhill also agrees to be responsible for applicable employer information reporting provisions under code §§ 6055 and 6056 and related regulations as those provisions and regulations relate to Renhill's sponsored employee benefits plans offered to Employees staffed by Renhill for Customer.

- c. In no event will Renhill be responsible for compliance with Internal Revenue Code § 4980H or corresponding statutory and regulatory provisions under the ACA as those responsibilities relate to employees hired and staffed directly by Customer or as those responsibilities relate to Customer's sponsored employee benefit plans. Further, in no event will Renhill be responsible for taxes, penalties or other liabilities assessed against Customer based on its failure to comply with §4980H as it relates to employees hired and staffed directly by Customer and who are determined to be common law employees of Customer.
- d. Customer will be responsible for, and agrees to comply with, the duties imposed upon it by law, rule, or regulation, including, as applicable, ERISA, HIPPA, COBRA, the ACA, and the Internal Revenue Code and Customer assumes responsibility for taxes, penalties and fees assessed against Customer based on its responsibilities under those laws.

G. AGREEMENT TERM:

Renhill and the Customer realize and agree that each Customer may have particular, specific needs and requirements that need to be addressed in this Agreement. Those additional requirements, if necessary, will be physically attached to this Agreement and their inclusion will be noted on the signature page at the conclusion of this Agreement.

H. AGREEMENT TERM:

This agreement is valid for one school year and will automatically renew unless either party provides a written 90-day notification to the other of their desire to terminate. Each party's indemnification duties and any obligations for payment arising from this Agreement will survive any termination and remain in full force and effect.

I. MISCELLANEOUS PROVISIONS:

- a. This Agreement may be altered and amended only by written Agreement of both parties.
- b. The parties agree to comply with all applicable labor laws regarding equal employment opportunities. Neither Renhill nor Customer will discriminate based on national origin, race, color, religion, age, sex, handicap, or any other protected category or description.

J. PRICING SCHEDULE:

Renhill shall provide substitute certified and long-term classified personnel as needed at a rate equal to pay, tax burden, workers' compensation, unemployment costs, recruiting, account and administrative services, at the following mark up:

Educational Aide

Bill rate equals pay rate plus 14.25%

Substitute Teacher

Pay Rate: \$75.00/day

Bill Rate: \$84.75/day



Substitute Teacher

(at FIRST or Abraxas)

Pay Rate: \$140.00/day

Bill Rate: \$159.95/day

Substitute Secretary

Bill rate equals pay rate plus 14.25%

Substitute Custodian

Bill rate equals pay rate plus 18.15%

Substitute Safety Specialist

Bill rate equals pay rate plus 18.15%

21st Century Program:

Bill rate equals pay rate plus 22%

Absences not needing a replacement, but logged for tracking and reporting, will be billed at \$1.00 per absence.

Renhill agrees to pay Mid-Ohio Educational Service Center a one-time flat fee of \$6.00 for every new substitute who registers with Renhill during the year.

K. PAYROLL SERVICES, RETIREMENT CHARGE AND REPORTING PROCEDURE

Renhill will process payroll on a biweekly basis. Renhill will deduct and remit the state required retirement contribution from the substitute teachers' paychecks for STRS. Renhill will submit a STRS report to the Customer's treasurer's office containing the necessary information. This report is also submitted electronically to STRS with your school code. The required year-end STRS report is submitted in a format that will merge with your district report, to be sent onto the state. Renhill is responsible for submitting the STRS membership information to the state and the required SSA forms. Any request for missing information from the state may be forwarded on for Renhill to provide.

Renhill will deduct and remit the employee's contribution to the School Employee Retirement Service (SERS). Renhill will submit this in a payment to your district, along with the required reporting for SERS, to include hours worked. Renhill is responsible for providing the SERS membership information to the district via email. The district will enter the information into their ESERS online account. Any request for missing information from the state may be forwarded on for Renhill to provide.

The Mid-Ohio Educational Service Center's Board of Education is responsible for the 14% employer's contribution for STRS and SERS.



L. MUTUAL CONFIDENTIALITY

Both parties agree to use the other's confidential information for the sole purpose of evaluating the transaction. The information contained in this agreement may only be disclosed to those who need to know this information and who also agree to hold it in confidence.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement for Client Service (total of five pages) this ____ day of _____ 2021 to be deemed effective between the parties on August 1, 2021 and thereafter.

The Renhill Group

By:

Authorized Agent/Representative
Bailey Koester, Department Manager

DATE

Mid Ohio Educational Service Center

By:

Authorized Agent/Representative
Lorraine A. Earnest, Treasurer

DATE

By:

Authorized Agent/Representative
Kevin Kimmel, Superintendent

DATE