



County of San Bernardino

F A S

STANDARD CONTRACT

FOR COUNTY USE ONLY

<input checked="" type="checkbox"/> New	Vendor Code		SC	Dept. MCR	A	Contract Number			
<input type="checkbox"/> Change									
<input type="checkbox"/> Cancel									
County Department Arrowhead Regional Medical Center				Dept.	Orgn.	Contractor's License No.			
County Department Contract Representative Patrick Petre, Director				Telephone (909)580-6150		Total Contract Amount \$			
Contract Type <input type="checkbox"/> Revenue <input type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input checked="" type="checkbox"/> Other: Employment If not encumbered or revenue contract type, provide reason: <u>Employment Contract</u>									
Commodity Code			Contract Start Date	Contract End Date	Original Amount \$	Amendment Amount \$			
Fund EAD	Dept. MCR	Organization MCR	Appr. 200	Obj/Rev Source 2445	GRC/PROJ/JOB No.	Amount \$			
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount \$			
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount \$			
Project Name <u>ARMC Rehabilitation Services Aide</u> <u>Master Employment Agreement</u>				Estimated Payment Total by Fiscal Year					
				FY	Amount	I/D	FY	Amount	I/D
				_____	_____	_____	_____	_____	_____
				_____	_____	_____	_____	_____	_____

THIS CONTRACT is entered into in the State of California by and between the County of San Bernardino, hereinafter called the County, and

Name _____ hereinafter called _____

Address _____

Telephone _____ Federal ID No. or Social Security No. _____
() - _____

IT IS HEREBY AGREED AS FOLLOWS:

(Use space below and additional bond sheets. Set forth service to be rendered, amount to be paid, manner of payment, time for performance or completion, determination of satisfactory performance and cause for termination, other terms and conditions, and attach plans, specifications, and addenda, if any.)

IT IS HEREBY AGREED AS FOLLOWS:

WHEREAS, the County of San Bernardino operates the Arrowhead Regional Medical Center which requires the services of Rehabilitation Services Aides;

WHEREAS, the County desires to contract with Contractor for Rehabilitation Services; and

WHEREAS, Contractor has the skills and knowledge necessary to perform such services;

NOW, THEREFORE, the parties agree as follows:

Auditor/Controller-Recorder Use Only

<input type="checkbox"/> Contract Database	<input type="checkbox"/> FAS
Input Date	Keyed By

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Attachment
1 - Position Description: Contract Rehabilitation Services Aide

I. DUTIES AND RESPONSIBILITIES OF CONTRACTOR

Contractor shall be employed as a Rehabilitation Services Aide assigned to the Arrowhead Regional Medical Center (ARMC). Contractor shall perform a broad range of duties and responsibilities including assisting a Therapist (Occupational, Physical and/or Speech) in administering patient care, preparing the patients and equipment for treatment, and providing supportive services to the Rehabilitation Services Department. It is the intent that this contract will serve as a means to hire employees during staffing shortages for temporary periods. Attachment 1 is the Position Description and provides the specific duties and responsibilities assigned to Contractor.

II. CONFLICT OF INTEREST

As a condition of employment, Contractor does hereby agree to follow and uphold the Conflict of Interest policy of County's Personnel Rules as follows:

No official or employee shall engage in any business or transaction or shall have a financial or other personal interest or association direct or indirect, which is in conflict with the proper discharge of official duties or would tend to impair independence of judgment or action in the performance of official duties. Personal as distinguished from financial interest includes an interest arising from blood or marriage relationships, or close business, personal or political associations. This section shall not serve to prohibit independent acts or other forms of enterprise during those hours not covered by active County employment providing such acts do not constitute a conflict of interest as defined herein. Contractor is also subject to the provision of California Government Code Sections 1090, 1126, and 87100.

III. TERM

This Contract shall be effective for three (3) years from the date of execution by Contractor and ARMC, subject to the termination provisions of this Paragraph. Notwithstanding the foregoing, either party may terminate this Contract at any time without cause with a fourteen (14) day prior written notice to the other party. Further, the County may terminate this Contract immediately for just cause. Contractor shall serve at the pleasure of the appointing authority, the Director of Arrowhead Regional Medical Center (Chief Executive Officer), who shall have the full authority and discretion to exercise County rights under this paragraph.

IV. COMPENSATION OF CONTRACTOR

Upon effective date of this contract, Contractor shall be considered a contract employee in the Unclassified Service.

- A. Contractor will be hired at Salary Range 35, Step_____, and shall receive merit step advancements and salary adjustments (across the board increases) granted to SBPEA represented positions in the Technical and Inspection Unit. Payment for such services shall be made on a bi-weekly basis consistent with the County's payroll schedule. Contractor shall be required to work during such hours as necessary to carry out the duties of the position, and such hours may be varied so long as the work requirements and the efficient operations of the County are assured.

- B. In lieu of participation in the County retirement system, Contractor shall participate in the County's PST Deferred Compensation Plan in lieu of participation in any other retirement plan, program or benefits. Contractor shall contribute 5.0% of Contractor's gross earnings, and County shall contribute 2.5% of Contractor's gross earnings. Maximum total contributions shall be 7.5% of Contractor's maximum covered wages for Social Security purposes. Contractor shall enroll in the plan on forms approved by the Human Resources Division Chief – Employee Benefits and Services Division.
- C. Contractor, when authorized by the appointing authority or authorized representative to work in excess of forty (40) hours a work period, shall be compensated at premium rates, i.e., one and one-half (1-1/2) times the employee's regular rate of pay. Payment for overtime compensation shall be made on the first payday following the pay period in which such overtime is worked, unless overtime compensation cannot be computed until some later date, in which case overtime compensation will be paid on the next regular payday after such computation can be made. In lieu of cash payment, upon request of Contractor and approval of the appointing authority, Contractor may accrue compensating time off at premium hours.
- D. Contractor shall be compensated for on-call duty at the rate of three dollars and twenty-five cents (\$3.25) for each full hour of duty or portion thereof. On-call time shall not count as hours worked. Contractor shall not receive on-call compensation once the Contractor begins work. Contractor shall be paid for two (2) hours at one-time the base hourly rate of pay for each call-back occurrence. Said compensation shall be in lieu of any travel time and expense to and from home and the first or last work contact point.
- E. Contractor shall be compensated for working on a scheduled weekend day off, at the rate of three dollars (\$3.00) per hour over and above their base hourly rate. Weekend for purposes of this provision is between 11:00 p.m. Friday through 11:00 p.m. Sunday night. In no event shall this differential be paid for a weekend tour of duty, which was regularly scheduled as part of a standard tour of duty.
- F. Contractor shall receive two (2) times the Contractor's regular rate of pay for working on a County observed fixed holiday.
- G. Contractor performing bilingual translation involving the use of English and a second language (including American Sign Language) as a part of their regular duties, shall be entitled to bilingual compensation. Contractor must be certified as competent in translation skills by Human Resources to be eligible for compensation. There are three (3) levels of competency certification solely determined and administered by Human Resources: Level 1 - verbal skill level: the use of English and a second language in verbal contexts which may require interpretation of simple documents in the second language; Level 2 - written skill level: reading, writing and speaking English and a second language; and Level 3 - technical skill level: reading, writing and speaking English and a second language using medical or legal terminology. Compensation per pay period shall be effective as follows: verbal skill level at fifty dollars (\$50.00) per pay period, written skill level at fifty-five dollars (\$55.00) per pay period, and technical skill level at sixty dollars (\$60.00) per pay period.

V. GENERAL PROVISIONS RELATING TO CONTRACTOR

- A. Contractor will not attain regular status in this position, and as an unclassified employee, is not afforded certain rights under the San Bernardino County Personnel Rules. Contractor shall adhere to the County and Department standards of employee conduct, including all applicable rules, policies, and regulations. Violation of applicable standards may result in contract termination or lesser penalties.
- B. Contractor shall submit evidence of eligibility to work in the United States and verification of identity within three (3) business days of the effective date of this Contract.
- C. Contractor shall receive only the benefits and compensation specifically set forth in this Contract. This Contract provides for the full compensation to Contractor for the services required hereunder.
- D. Contractor must make arrangements for the direct deposit of paychecks into the financial institution of their choice via electronic fund transfer.
- E. Contractor shall successfully complete all County required pre-employment processes including a criminal background check and medical examination.
- F. County's General Liability and Workers Compensation insurance coverage shall cover Contractor during the hours actually worked under this Contract.
- G. If the services to be performed under this Contract require Contractor to drive a vehicle, Contractor must possess a valid California driver's license at all times during the performance of this Contract.

Contractor agrees to allow the County to obtain a Department of Motor Vehicles report of Contractor's driving record.

In order for Contractor to be able to use a private vehicle during the performance of this Contract, Contractor shall be covered by vehicle liability insurance at least equal to the minimum requirements of the California Vehicle Code.

- H. At time of hire, Contractor will possess at least six (6) months of experience assisting Physical, Occupational, or Speech Therapists in the care of patients in an inpatient or outpatient setting, or have successfully completed a Nursing Attendant or Physical Therapy Aide Program or have completed twelve (12) semester units/eighteen (18) quarter Units of completed college coursework in a Registered Nurse, Licensed Vocational Nurse, or Physical Therapist Assistant program AND six (6) months of experience involving bedside care of patients in an acute care hospital.

VI. CONCLUSION

This Contract, consisting of six (6) pages and Attachment 1, is the full and complete understanding describing services regarding Contractor's rights and obligations of the parties including all covenants, conditions and benefits.

COUNTY OF SAN BERNARDINO

▶ _____
Director and/or Designee
Arrowhead Regional Medical Center

Dated: _____

By ▶ _____
(Authorized signature - sign in blue ink)

Name _____
(Print or type name of person signing contract)

Title _____
(Print or Type)

Dated: _____

Address _____

Approved as to Legal Form
▶ _____
Andy Hartzell, Principal Assistant County Counsel
Date _____

Reviewed by Contract Compliance
▶ _____
Date _____

Presented to BOS for Signature
▶ _____
Department Head
Date _____

**ARROWHEAD REGIONAL MEDICAL CENTER
POSITION DESCRIPTION AND PERFORMANCE ASSESSMENT**



**CONTRACT REHABILITATION SERVICES AIDE
REHABILITATION SERVICES DEPARTMENT**

PHILOSOPHY: Arrowhead Regional Medical Center believes that evaluation of performance should correspond directly with the position description. Performance review, therefore, represents a significant part of the employee performance management system. For an appraisal system to be effective, it must be carried out in an environment of mutual understanding and:

- Enhance growth and effectiveness;
- Provide opportunity for mutual goal setting;
- Promote communication between employee and supervisor;
- Document actual performance;
- Identify the employee's strengths and areas for improvement with regard to job performance; and
- Establish a plan for improving job performance.

POSITION SUMMARY:

Assist Therapist (Occupational, Physical and/or Speech) in administering patient care. Prepare patients and equipment for treatment. Provide supportive services to the Rehabilitation Services Department. This position performs related duties as required and reports to the Supervising Rehabilitation Therapist.

ESSENTIAL FUNCTIONS:

- Assist Rehab staff with training patients in gait, transfers, wheelchair skills, activities of daily living (ADLs), and speech/swallow functions.
- Assist with therapeutic exercise programs and wound care.
- Administer modalities, such as heat, ice and ultrasound, as directed by supervising therapist.
- Monitor patient's function and response to treatment within Rehabilitation Aide Scope of Practice.
- Prepare, clean and organize treatment area and equipment as directed by the therapist
- Prepare hydro-therapy equipment and area for patient use.
- Collect cultures from hydro-therapy equipment every month, send to the lab, maintain files on culture results and report results to the Rehabilitation Services Department Safety Representative.
- Clean equipment and area promptly after each treatment.
- Monitor and manage supplies, linen and other stocked items. Request items through appropriate department as needed. Keep treatment areas stocked with linen and supplies.
- Measure, fit and order Jobst Garments as assigned and under the direction of a therapist.
- Assume clerical duties and responsibilities as needed or assigned.
- Meet age-specific competency requirements for Rehabilitation Aide.
- Cross train within Rehabilitation Services Department (i.e. OT, PT, Speech, Jobst, Clerical and other supportive duties).
- Perform related duties as assigned or requested.

QUALIFICATIONS:

Minimum Experience:

- Six months of experience assisting Physical, Occupational or Speech Therapists in the care of patients in inpatient or outpatient setting.

OR

- Successful completion of a nursing attendant or Physical Therapy Aide program.

OR

- Twelve semester units (eighteen quarter units) of completed college coursework in a Registered Nurse or Licensed Vocational Nurse or Physical Therapist Assistant program.

Rehabilitation Services Department Qualifications:

- Six months of experience involving bedside care of patients in an acute care hospital.
- Possess and maintain current Basic Life Support certification.
- The ability to demonstrate the knowledge and skills necessary to provide age appropriate care and knowledge of the principles of growth and development over the life span.
- The ability to understand and effectively respond to the cultural and linguistic needs of a diverse patient population.

Age-Specific Patient Populations:

- Infant (0-12 months)
- Pediatric (1-12 years)
- Adolescent (13-18 years)
- Adult (19-64 years)
- Geriatric (65 + years)

Physical Demands: Frequent sitting, standing, walking, bending, squatting, kneeling, twisting and turning. Occasional balancing and stooping. Requires power grasping, precision grasping, pushing, pulling, and fine manipulation in both hands. Reach or work frequently below shoulder level, and occasionally above shoulder level. Visual and auditory requirements: continuously demonstrate color discrimination and discern speech in quiet or noisy locations. Frequently lift and carry 10 lbs. or less. Frequently lift 11-25 lbs. And occasionally carry 11-25 lbs. Occasionally lift and carry 26 - 50 lbs. Carry items up to 100 yards and up to 10 yards for heaviest item carried (30 lbs.).

Working Conditions:

- Exposed to electricity, chemicals, infectious materials and radiation.
- Exposure to potentially violent or aggressive situations.

Language Skills: Ability to read, analyze, and interpret information, data, and technical procedures in English. Ability to write patient documentation and required reports in English.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions or education furnished in written, oral, diagram, or schedule form.

ACKNOWLEDGMENT:

I have received and reviewed a copy of my position description.

Employee

Date

I have read and reviewed the position description and performance review guidelines with the above employee.

Supervisor

Date