

# Service Agreement



## SERVICE AGREEMENT

This SERVICE AGREEMENT ("Agreement") is made and entered into on July 18, 2024, by and between HR SOLUTIONS ON-CALL, LLC. ("Service Provider"), and The City of Jackson, Missouri ("Company").

WHEREAS, the Company is in need of HR consulting services; and

WHEREAS, the Service Provider is willing to provide HR consulting services to the Company;

NOW, THEREFORE, the parties agree as follows:

1. Services and Payment: 1.1. In exchange for a fee of \$7,000.00, paid by the Company and delivered to the Service Provider, the Service Provider agrees to provide the following service(s):

### **Salary Survey**

HR Solutions will survey 5-10 of Cities that are comparable to the City of Jackson, aggregate the data in a concise way, and then present to the Human Resources Manager.

Salaries and total benefit packages will be surveyed.

Once the survey is completed, Dr. Steve Cohen will come on site to present the data, and field questions. Company shall reimburse Service Provider for mileage from Lee's Summit, Missouri to Jackson, MO, and back (Approx. 680 miles), at the current federal mileage rate of \$0.67 per mile.

2. Consulting Collaboration: 2.1. The Company understands that the Service Provider is acting as a consultant and will collaborate with the Service Provider as needed for substantial matters and decisions. 2.2. The Company agrees to hold the Service Provider harmless from any damage or claim against the Company as a result of the Company's noncompliance with any law or regulation or failure to take the action recommended by the Service Provider to achieve compliance.

3. Legal Disclaimer: 3.1. The Company acknowledges that the Service Provider is not an attorney and is not providing legal advice. The Service Provider is informing the Company regarding governmental regulations and controls.

4. Governing Law: 4.1. This Agreement shall be interpreted and enforced according to the laws of the State of Missouri and shall be binding upon the Service Provider's and the Company's successors and assigns.

5. Additional Services: 5.1. Upon payment of additional fees, the Service Provider can provide additional services, including but not limited to: - Creation of employment handbooks. - Conducting salary surveys. - Drafting sexual harassment policies. - Creating specific job descriptions. - Guiding on performing reference checks on potential employees. - Developing recruiting and dismissal policies. - Reviewing schedules and forms. - Addressing various other labor relations matters.

6. Collection of Fees: 6.1. In the event the Service Provider must retain third-party assistance to collect any amount due under this Agreement, the Company shall pay all reasonable expenses of such collection efforts, including but not limited to, reasonable attorney's fees.

7. Representation in Lawsuits: 7.1. In the event that the Service Provider is named in a lawsuit against the Company, the Company acknowledges that the Service Provider's interests are aligned with the Company's interests. Therefore, the Service Provider's interests will be represented by the Company's counsel at the Company's expense.

IN WITNESS WHEREOF, the representatives of the Service Provider and the Company sign below on behalf of their respective entities and hereby acknowledge that they have the authority to enter into this Agreement on behalf of such entity.

To indicate your acceptance of the above, sign electronically below.

J.J. WISEMAN

Type your name

HR SOLUTIONS ON CALL