

COMPREHENSIVE EMPLOYMENT SERVICE AGREEMENT

This Comprehensive Employment Service Agreement is made this ___ day of _____, 2026, by and between Mid-America Technology Center (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 2026-20267school year and agrees to pay OSSBA an administrative fee in the amount equal to \$7.00 per employee.

Payment: During the term of this Service Agreement, the School's annual administrative fee will be deducted in quarterly installments from the School's OSSBA Employment Services Program Account. OSSBA records indicate 134 school employees, for a total annual administrative fee of \$ 938.00. The Administrative fee will be deducted in quarterly installments until the annual administrative fee is paid in full.

Billing and Deduction Process: The administrative fee will be deducted from invoices issued by OSSBA for other services. School business offices should expect to see a line-item deduction labeled "OSSBA Employment Services Program Administrative Fee" on their quarterly billing statements. If you have questions regarding these deductions, please contact the OSSBA Chief Financial Officer.

Additional Deposits: In the event that a payment or deduction from the School's OSSBA Employment Services Program Account would deplete the Account to an amount less than zero (0), the School will be required to make an additional deposit to replenish the Account prior to OSSBA making any payment to the OESC.

Withdrawal of Funds from OSSBA Employment Services Program Account: Upon signing an initial Service Agreement, the School will make an initial deposit to establish an OSSBA Employment Services Program Account through which the OSSBA will pay any necessary unemployment claim payments and any other necessary payments to the OESC on the School's behalf. The funds in the Account shall at all times remain School funds. Because the funds in the School's OSSBA Employment Services Program Account remain School funds, the School may withdraw any or all funds from the Account upon providing written notice to the OSSBA.

Services Provided: 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"). This representation is limited to claims and administrative hearings directly with the OESC and DOES NOT include representation in judicial reviews or court proceedings. See 'Scope of Legal Representation' section below;
- 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 prudent management of School funds deposited in the School's OSSBA Employment Services Program Account;
- 5) Providing up-to-date Legislative and Administrative Law Updates to keep the School informed of changes that affect unemployment claims and costs; and
- 6) Providing opportunities for employment training and information.

Scope of Legal Representation: The legal representation provided by OSSBA under this Agreement is limited to claims of adjudication and administrative hearings conducted by the Oklahoma Employment Security Commission (OESC). This includes representation in protests of claims, appeals before OESC hearing officers, and related administrative proceedings.

The current membership fee DOES NOT include representation in any judicial review proceedings, appeals to the Oklahoma Court of Appeals, or any other court proceedings. The School is responsible for determining whether additional legal representation is needed for such matters.

The School may discuss with OSSBA the availability and cost of representation beyond the scope of this Agreement on a case-by-case basis, but any such representation would require a separate agreement and additional fee. All requests for representation outside the scope of this Agreement must be submitted in writing to the OSSBA Employment Services Program team for consideration and approval.

Information Access: The School will grant to OSSBA Third Party Administrator (TPA) access rights to the School's EZ Tax Express Account administered by the Oklahoma Employment Security Commission (OESC) in order for OSSBA to appropriately administer School's unemployment claims and assist with financial accounting and quarterly contribution reporting. Further, the School agrees to provide OSSBA with access to other information systems administered by the OESC if access is deemed necessary to process unemployment claims on School's behalf.

Contact Information: The School shall designate contact personnel for OSSBA Employment Services Program administration. The persons named below will be responsible for providing information to OSSBA regarding unemployment claims and will receive copies of OSSBA correspondence.

PRIMARY CONTACT PERSON:

SECONDARY CONTACT PERSON:

(To be CC'd on communications if primary contact is unavailable)

Name: _____

Name: _____

Title: _____

Title: _____

Email: _____

Email: _____

Phone: _____

Phone: _____

Additional Contacts to Receive Cc on Employment Services Correspondence: You may designate additional personnel who should receive copies of OSSBA Employment Services correspondence. This may include superintendents, human resources staff, business office personnel, or other school officials who have a need to know about unemployment claims and related matters. Please email es@ossba.org your additional contacts.

The School agrees to notify OSSBA in writing of any changes to contact personnel, email addresses, or phone numbers within 30 days of such change. OSSBA will maintain these contact records and use them to distribute all official communications related to the School's unemployment claims and membership in the Employment Services Program. If you would like to make changes to these contacts between agreement renewal periods, please email: es@ossba.org.

Term of Agreement: This Service Agreement will be effective for the 2026-2027 fiscal year which ends on June 30, 2027. 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.

Termination of this Agreement may occur under the following circumstances:

1. If either party does not fulfill what it has agreed upon in the above terms, termination may be made within 30 days' written notice to the other party.
2. Return of Signed Agreement Deadline: The School must return the signed Service Agreement to OSSBA by June 30th of each fiscal year. Failure to return the signed

agreement by this deadline will result in automatic termination of services effective immediately, unless the School contacts OSSBA in writing to request an extension prior to the deadline. OSSBA may grant a reasonable extension at its discretion.

3. Non-Payment of Administrative Fees: If administrative fees remain unpaid for more than 90 days past the due date, OSSBA may terminate this Agreement effective immediately upon written notice to the School. The School shall remain liable for all unpaid fees and any associated costs.

Upon termination of this Agreement for any reason, the School shall continue to be responsible for all outstanding unemployment claims liability.

Signed:



Shawn Hime
OSSBA Executive Director

School Board President or Designee
Mid-America Technology Center 326

04/17/2026

Date

Date