

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

446



FROM: Human Resources Department

SUBMITTAL DATE:
December 27, 2011

SUBJECT: Independent Contractor Agreement between the Western Riverside Council of Governments and the County of Riverside.

RECOMMENDED MOTION: 1) Ratify and approve the Independent Contractor Agreement (Attachment A) and the Independent Contractor's Task Order (Attachment B) between the Western Riverside Council of Governments (WRCOG) and the County of Riverside from July 1, 2011 through June 30, 2014. 2) Authorize the chairperson to sign three (3) copies of the attached Agreement and Task Order and return two (2) copies to Human Resources for distribution.

BACKGROUND: The County of Riverside Human Resources Department has provided supervisors and line staff of WRCOG with consultative services regarding disciplinary actions and appeals, employee relations investigation support, Violence in the Workplace training and through its Employee Assistance Service (EAS), critical incident stress debriefing, management consultation, and mental health services to employees and household dependents of WRCOG.

Barbara A. Olivier

Barbara A. Olivier
Asst. County Executive Officer/Human Resources Director

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2011/12

SOURCE OF FUNDS: Administrative Fees paid by WRCOG	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION: APPROVE

BY: *Elizabeth J. Olson*
Elizabeth J. Olson

County Executive Office Signature

FORM APPROVED BY: *PAMEL* DATE: 12/28/11
 Departmental Concurrence

- Policy
- Policy
- Consent
- Consent

Dept Recomm.:
Per Exec. Ofc.:

Prev. Agn. Ref.: | **District:** All | **Agenda Number:**

3.39

BACKGROUND continued:

This Agreement provides WRCOG employees and household dependents with licensed clinicians to assist in identifying mental health or related problems, family/marital problems, alcohol/substance abuse problems, provide counseling and when appropriate, make referrals to community resources, including, but not limited to, counseling, treatment and therapy. These services are similar to those provided to County of Riverside employees and household dependents through EAS.

The Agreement also provides WRCOG supervisors and line staff with Human Resources support including conducting harassment/discrimination investigations, disciplinary actions and appeals, grievance process assistance, training for employees and managers on performance evaluation, Department of Fair Employment & Housing Authority and the federal Equal Employment Opportunity Commission complaint response preparation. These services are similar to those provided to County of Riverside supervisors and line staff through Human Resources.

The County of Riverside Scope of Services for General Human Resources Services (Exhibit A) and the County of Riverside Scope of Services for Employee Assistance Services (Exhibit B) identify and list these services. Attachment A outlines the Independent Contractor Agreement, and Attachment B outlines the Independent Contractor's Task Order. It is difficult for WRCOG to fund this level of service at a reasonable cost due to its small number of employees. This Agreement allows WRCOG to take advantage of the County's larger scale of operation. The fee charged to WRCOG is based on the overall cost of County of Riverside EAS and Human Resources services to County employees on a per capita basis. The rates for Fiscal Year 2011/12 are listed in Attachment B. An annual rate will be evaluated and assessed prior to June 30 each year.

There is no cost to the County's General Fund as a result of this action.

WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS

INDEPENDENT CONTRACTOR AGREEMENT

This Agreement is made and effective as of the 1st day of July, 2011, by and between the Western Riverside Council of Governments ("OWNER") whose address is 4080 Lemon Street - 3rd Floor, Riverside, California 92502, and the County of Riverside ("CONTRACTOR") whose address is County Administration Center, Attn.: Human Resources 4080 Lemon Street, P.O. Box 1569, Riverside, California 92502-1569, e-mail jmooney@rchr.com Fed. Tax Id. No. 95-6000930.

RECITALS

This Agreement is entered into on the basis of the following facts, understandings and intentions of OWNER and CONTRACTOR:

A. OWNER desires to engage the services of CONTRACTOR for the purpose of providing personnel services.

B. The services to be performed by CONTRACTOR shall be specifically described in one or more written Task Order(s) issued by OWNER to CONTRACTOR pursuant to this Agreement.

C. CONTRACTOR agrees to perform such services pursuant to, and in accordance with, the terms and conditions of this Agreement, and has represented and warrants to OWNER that CONTRACTOR possesses the necessary skills, qualifications, personnel and equipment to provide such services.

AGREEMENT

NOW, THEREFORE, in consideration of the forgoing Recitals and mutual covenants contained herein, OWNER and CONTRACTOR agree as follows:

1. Term of Agreement. This Agreement shall be effective for no more than three years and is renewable each year. This Agreement is effective as of the date first above written and shall continue until June 30, 2014, unless extended or terminated sooner as provided for in Section 8, below.

2. Services to be performed by CONTRACTOR. CONTRACTOR agrees to perform such services as may be assigned, from time to time, in writing by the Executive Committee and the Executive Director of OWNER. Each such assignment shall be made in the form of a written Task Order. Each such Task Order shall include, but shall not be limited

to, a description of the nature and scope of the services to be performed by the CONTRACTOR, the amount of compensation to be paid by OWNER to CONTRACTOR, and the expected time of completion.

3. Associates and Subcontractors. CONTRACTOR may, at CONTRACTOR'S sole cost and expense, employ such competent and qualified independent associates, subcontractors and consultants as CONTRACTOR deems necessary to perform each such assignment; provided, however, that CONTRACTOR shall not subcontract any work to be performed without the prior written consent of OWNER.

4. Compensation.

4.01 In consideration of the services to be performed by CONTRACTOR, OWNER agrees to pay CONTRACTOR as provided for in each Task Order.

4.02 Each Task Order shall specify a total not-to-exceed sum of money and shall be based upon CONTRACTOR'S schedule of regular hourly rates customarily charged by CONTRACTOR to its clients.

4.03 OWNER may reimburse CONTRACTOR for reasonable and necessary expenses incurred by CONTRACTOR in the performance of services for OWNER. Reimbursement shall be according to a schedule of reimbursement expenses included in each Task Order.

4.04 CONTRACTOR shall not be compensated for any services rendered nor reimbursed for any expenses incurred in excess of those authorized in any Task Order unless approved in writing in advance by the Executive Director of OWNER.

4.05 Unless otherwise provided for in any Task Order issued pursuant to this Agreement, CONTRACTOR agrees that payment of compensation earned shall be made in quarterly installments within 30 business days after OWNER'S receipt of a detailed, corrected, written invoice describing in reasonable detail, to the extent applicable, the services performed, and the time spent performing such services.

5. Obligations of CONTRACTOR.

5.01 CONTRACTOR agrees to perform all assigned services in accordance with the terms and conditions of this Agreement and those specified in each Task Order.

5.02 Except as otherwise provided for in each Task Order, CONTRACTOR will supply all personnel, materials and equipment required to perform the assigned services.

5.03 CONTRACTOR shall keep OWNER informed as to the progress of the work assigned hereunder, by means of regular and frequent consultations. From time-to-time, when requested by the OWNER, CONTRACTOR shall prepare, at no additional cost to OWNER, written status reports.

5.04 CONTRACTOR hereby agrees to be solely responsible for the health and safety of its employees and agents in performing the services assigned by OWNER under this Agreement and each Task Order. Therefore, CONTRACTOR hereby covenants and agrees to:

a. Obtain a comprehensive general liability insurance policy on ISO-CGL Form No. CG 00 01 11 85 or 88 in an amount of not less than One Million Dollars (\$1,000,000.00) using ISO additional insured endorsement form CG 20 10 11 85 (in no event will OWNER accept an endorsement form with an edition date later than 1990);

b. (Check one) YES NO Obtain a policy of errors and omissions insurance in a minimum amount of One Hundred Thousand Dollars (\$100,000.00) per occurrence to cover any negligent acts or omissions committed by CONTRACTOR, its employees and/or agents in the performance of any services for OWNER;

c. Comply with all applicable local, state and federal laws, rules and regulations regarding, by way of example and not by limitation, nondiscrimination and payment of wages;
and

d. Provide worker's compensation insurance for CONTRACTOR'S employees and agents with limits prescribed by law and custom.

e. The above insurance requirements may be met by CONTRACTOR through a program(s) of self insurance.

CONTRACTOR waives all rights of subrogation against OWNER. Evidence of all self insurance coverage shall be provided to OWNER prior to issuance of the first Task Order. Such policies shall be issued by a highly rated insurer (minimum Best Ins. Guide rating of "A:VII") licensed to do business in California, and shall provide that the policies shall not be cancelled or amended without 30 days' prior written notice to OWNER. CONTRACTOR acknowledges and agrees that all such insurance is in addition to CONTRACTOR'S obligation to fully indemnify and hold OWNER completely free and harmless from and against any and all claims arising out of any loss, injury or damage to property or persons caused by the negligent acts or omissions of CONTRACTOR in performing services assigned by OWNER.

5.05 CONTRACTOR and OWNER agree that OWNER, its employees, agents and officials should to the extent permitted by law, be fully protected from any loss, injury, damage, claim, lawsuit, cost, expense, attorney's fees, litigation costs, defense costs, court costs or any other costs arising out of or in any way related to the negligence or willful misconduct of CONTRACTOR in the performance of this Agreement. Accordingly, the provisions of this indemnity are intended by the parties to be interpreted and construed to provide the fullest protection possible under the law to OWNER. CONTRACTOR

acknowledges that OWNER would not enter into this Agreement in the absence of the commitment of CONTRACTOR to indemnify and protect OWNER as set forth herein.

5.05.1 To the full extent permitted by law, CONTRACTOR shall defend, indemnify and hold harmless OWNER, its employees, agents and officials, from any liability, claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, actual attorneys' fees incurred by OWNER, court costs, interest, defense costs, including expert witness fees and any other costs or expenses of any kind whatsoever without restriction or limitation incurred in relation to, as a consequence of or arising out of or in any way attributable to CONTRACTOR'S negligent performance of this Agreement. All obligations under this provision are to be paid by CONTRACTOR as they are incurred by OWNER.

5.05.2 Without affecting the rights of OWNER under any provision of this Agreement or this Section, CONTRACTOR shall not be required to indemnify and hold harmless OWNER as set forth above for liability attributable to the sole fault of OWNER, provided such sole fault is determined by agreement between the parties or the findings of a court of competent jurisdiction. This exception will apply only in instances where OWNER is shown to have been solely at fault and not in instances where CONTRACTOR is solely or partially at fault or in instances where OWNER'S fault accounts for only a percentage of the liability involved. In those instances, the obligation of CONTRACTOR will be all-inclusive and OWNER will be indemnified for all liability incurred, even though a percentage of liability is attributable to conduct of OWNER.

5.05.3 CONTRACTOR acknowledges that its obligation pursuant to this Section extends to liability attributable to OWNER, if that liability is less than the sole fault of OWNER. CONTRACTOR has no obligation under this Agreement for liability proven in a court of competent jurisdiction or by written agreement between the parties to be the sole fault of the OWNER.

5.06 In the event that OWNER requests that specific employees or agents of CONTRACTOR supervise or otherwise perform the services specified in each Task Order, CONTRACTOR shall ensure that such individual (or individuals) shall be appointed and assigned the responsibility of performing the services.

5.07 In the event CONTRACTOR is required to prepare plans and policies, the same shall be furnished in conformance with local, state and federal laws, rules and regulations.

5.08 CONTRACTOR shall be solely responsible for obtaining all permits, licenses and approvals necessary or applicable to the performance of services under this Agreement, unless otherwise expressly provided for in any Task Order issued pursuant to this Agreement. In the event OWNER is required to obtain an approval or permit from another governmental entity, CONTRACTOR shall provide all necessary supporting documents to be filed with such entity.

6. Obligations of OWNER.

6.01 OWNER shall do the following in a manner so as not to unreasonably hinder the performance of services by CONTRACTOR:

- a. Provide information, requirements and criteria regarding OWNER'S project;
- b. Furnish all existing studies, reports and other available data and items pertinent to each Task Order that are in OWNER'S possession;
- c. Designate a person to act as a liaison between CONTRACTOR and the Executive Director of OWNER.

7. Additional Services, Changes and Deletions.

7.01 During the term of this Agreement, the Executive Committee or Executive Director of OWNER may, from time to time, and without affecting the validity of this Agreement or any Task Order issued hereunder, order changes, deletions and additional services by the issuance of written change orders authorized and approved by the Executive Committee or Executive Director of OWNER.

7.02 In the event CONTRACTOR performs additional or different services than those described in any Task Order or authorized change order without the prior written approval of the Executive Committee or Executive Director of OWNER, CONTRACTOR shall not be compensated for such services.

7.03 CONTRACTOR shall promptly advise OWNER as soon as reasonably practicable upon gaining knowledge of a condition, event or accumulation of events which may affect the scope and/or cost of services to be provided pursuant to this Agreement. All proposed changes, modifications, deletions and/or requests for additional services shall be reduced to Writing for review and approval by the Executive Committee or Executive Director of OWNER.

7.04 In the event that OWNER orders services deleted or reduced, compensation shall likewise be deleted or reduced by a fair and reasonable amount and CONTRACTOR shall only be compensated for services actually performed. In the event additional services are properly authorized, payment for the same shall be made as provided in Section 4 above.

8. Termination of Agreement.

8.01 In the event the time specified for completion of an assigned task in a Task Order exceeds the term of this Agreement, the term of this Agreement shall be automatically extended for such additional time as is necessary to complete such Task Order, and thereupon this Agreement shall automatically terminate without further notice.

8.02 Notwithstanding any other provision of this Agreement, OWNER, as its sole option, may terminate this Agreement at any time by giving 30 days written notice to CONTRACTOR, whether or not a Task Order has been issued to CONTRACTOR.

8.03 In the event of termination, the payment of monies due to CONTRACTOR for work performed prior to the effective date of such termination shall be paid by OWNER within 45 business days after OWNER'S receipt of an invoice as provided in this Agreement. Upon payment for such services, CONTRACTOR agrees to promptly provide and deliver to OWNER all original documents, reports, studies, plans, specifications and the like which are in the possession or control of CONTRACTOR and pertain to OWNER.

9. Status of CONTRACTOR.

9.01 CONTRACTOR shall perform the services assigned by OWNER in CONTRACTOR'S own way as an independent contractor, and in pursuit of CONTRACTOR'S independent calling, and not as an employee of OWNER. CONTRACTOR shall be under the control of OWNER only as to the result to be accomplished and the personnel assigned to perform services. However, CONTRACTOR shall regularly confer with OWNER'S Executive Director and Executive Committee as provided for in this Agreement.

9.02 CONTRACTOR hereby specifically represents and warrants to OWNER that the services to be rendered pursuant to this Agreement shall be performed in accordance with the standards customarily applicable to an experienced and competent professional rendering the same or similar services. Further, CONTRACTOR represents and warrants that the individual signing this Agreement on behalf of CONTRACTOR has the full authority to bind CONTRACTOR to this Agreement.

10. Audit: Ownership of Documents.

10.01 All drafts and final reports, plans, drawings, studies, maps, photographs, specifications, data, notes, manuals, warranties and all other documents of any kind or nature prepared, developed or obtained by CONTRACTOR in connection with the performance of services assigned to it by OWNER shall become the sole property of OWNER, and CONTRACTOR shall promptly deliver all such materials to OWNER. At the OWNER'S sole discretion, CONTRACTOR may be permitted to retain original documents, and furnish reproductions. If OWNER uses such documents for any purpose other than for which they were prepared without CONTRACTOR'S prior written approval, OWNER hereby waives any claims against CONTRACTOR and will hold CONTRACTOR harmless from any claim or liability for injury or loss arising from OWNER'S unauthorized use.

10.02 CONTRACTOR shall retain and maintain, for a period not less than four years following termination of this Agreement, all time records, accounting records and vouchers and all other records with respect to all matters concerning services performed, compensation paid and expenses reimbursed under this Agreement or any Task Order. At any time during normal business hours and as often as OWNER may deem necessary,

CONTRACTOR shall make available to OWNER'S agents for examination all of such records and shall permit OWNER'S agents to audit, examine and reproduce such records.

11. Miscellaneous Provisions.

11.01 This Agreement supersedes any and all previous agreements either oral or written, between the parties hereto with respect to the rendering of services by CONTRACTOR for OWNER and contains all of the covenants and agreements between the parties with respect to the rendering of such services in any manner whatsoever. Any modification of this Agreement will be effective only if it is in writing signed by both parties.

11.02 CONTRACTOR shall not assign or otherwise transfer any rights or interest in this Agreement without the prior written consent of OWNER. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

11.03 CONTRACTOR shall comply with all applicable local, state and federal laws, rules, regulations, entitlements and/or permits applicable to, or governing the services authorized hereunder.

11.04 If required by law, CONTRACTOR shall file Conflict of Interest Statements with OWNER.

11.05 Any dispute which may arise by and between the OWNER and the CONTRACTOR, including the CONTRACTOR'S subcontractors, laborers, and suppliers, shall be submitted to binding arbitration. Arbitration shall be conducted by the Judicial Arbitration and Mediation Services, Inc./Endispute, in accordance with its construction industry rules in effect at the time of the commencement of the arbitration proceeding, and as set forth in this Paragraph. Arbitration shall be conducted before a panel of three arbitrators, unless the PARTIES agree in writing to submit the matter before a single arbitrator. The arbitrators must decide each and every dispute in accordance with the laws of the state of California, and all other applicable laws. The arbitrators' decision and award are subject to judicial review for errors of fact or law in accordance with section 1296 of the Code of Civil Procedure, by a Superior Court of competent venue and jurisdiction. Discovery may be conducted in the arbitration proceeding pursuant to Section 1283.05 of the Code of Civil Procedure. Unless the PARTIES stipulate to the contrary, prior to the appointment of the arbitrators, all disputes shall first be submitted to non-binding mediation, conducted by either the American Arbitration Association or Judicial Arbitration and Mediation Services, Inc./Endispute, in accordance with their respective rules and procedures for such mediation. In any arbitration or litigation arising out of this Agreement, or the performance of any obligation under this Agreement, the arbitrators or the court in such arbitration or litigation shall award costs and expenses, expert witness fees and attorneys' fees, to the prevailing PARTY.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties hereby have made and executed this Agreement as of the day and year first above-written.

OWNER:

WESTERN RIVERSIDE COUNCIL
OF GOVERNMENTS

By: _____
RICK BISHOP,
Executive Director

CONTRACTOR:

COUNTY OF RIVERSIDE

By: _____
JOHN F. TAVAGLIONE,
Chairman
Board of Supervisors

FORM APPROVED COUNTY COUNSEL
BY:  12/28/11
PAMELA J WALLS DATE

WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS

INDEPENDENT CONTRACTOR'S TASK ORDER

TASK ORDER NO.: EIGHT

CONTRACTOR: Name: COUNTY OF RIVERSIDE
ATTN: HUMAN RESOURCES DEPARTMENT

Address: 4080 LEMON ST, P.O. BOX 1569
RIVERSIDE, CA 92502

Telephone: (951) 955-3510

Fax: (951) 955-3470

E-Mail: jmooney@rc-hr.com

Fed. Tax Id.: 95-60000930

THIS TASK ORDER is issued pursuant to that certain Independent Contractor Agreement between the WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS ("OWNER") and COUNTY OF RIVERSIDE ("CONTRACTOR") dated July 1, 2011 (the "AGREEMENT").

1. Tasks to be performed. CONTRACTOR shall provide all labor, materials and equipment to perform the following task:

See Exhibit A, attached hereto

See Exhibit B, attached hereto

Description of Task: N/A

2. Time of Performance. Time is of the essence. Therefore, CONTRACTOR shall begin work within 7 days of the date this Task Order is signed by the OWNER and shall complete performance of such services by or before June 30, 2014.

3. Liaison of OWNER. The Executive Director or designee shall serve as a liaison between OWNER and CONTRACTOR.

5. Deliverables. CONTRACTOR shall deliver to OWNER not later than the date or dates indicated, the following: (Check if Not Applicable:)

6. Compensation.

Compensation for the following services shall be paid quarterly as provided in Section 4 of the Agreement:

a) For all Human Resources services (see Exhibit "A" attached) rendered by CONTRACTOR pursuant to this Task Order, CONTRACTOR shall receive an all-inclusive \$71.60 per hourly rate for assumption of a Senior Human Resources Analyst, not-to-exceed a lump sum of Five Thousand Dollars (\$5,000.00) for the term of this Agreement.

b) For all Employee Assistance Services (see Exhibit "B" attached) rendered by CONTRACTOR pursuant to this Task Order, CONTRACTOR shall receive an all-inclusive rate of \$4.46 per employee per month for the term of this agreement for approximately 20 employees. On a quarterly basis, OWNER shall provide to CONTRACTOR, c/o Human Resources Accounting Department, a list of the number of OWNER'S employees per month.

c) Costs associated with subsection 6 (a) and (b) above will be reviewed each fiscal year. Any modifications to the above costs will require Board of Supervisor approval.

7. Payment. Please remit payment to County of Riverside, Attn: Human Resources Department, 4080 Lemon Street, P.O. BOX 1569, Riverside, CA 92502.

8. Reimbursable Expenses. In addition to the compensation provided for in Paragraph 6 above, CONTRACTOR (check one) X shall / shall not / be entitled to reimbursement for expenses.

9. Miscellaneous Matters. The following additional matters are made a part of this Task Order: X Not applicable

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties have executed this Task Order on the date indicated below.

CONTRACTOR:

COUNTY OF RIVERSIDE

By: _____
JOHN F.TAVAGLIONE,
Chairman
Board of Supervisors

Date: _____

OWNER:

WESTERN RIVERSIDE COUNCIL
OF GOVERNMENTS

By: _____
RICK BISHOP,
Executive Director

Date: _____

EXHIBIT "A"

COUNTY OF RIVERSIDE SCOPE OF SERVICES GENERAL HUMAN RESOURCES SERVICES

The County of Riverside agrees to provide the following general Human Resources services upon request to the Western Riverside Council of Governments (WRCOG), including but not limited to:

1. Conducting Investigations
 - a. Workers Compensation
 - b. Harassment / Discrimination
 - c. Other related issues
2. Department of Fair Employment & Housing (DFEH)/Equal Employment Opportunity Commission(EEOC) Complaint Response Preparation
3. Disciplinary Actions and Appeals
4. Grievance Process – Assistance
5. Disability Access
 - a. Americans with Disabilities Act
 - b. Fair Employment and Housing Act
 - c. Other related issues
6. Training
 - a. Management Harassment Prevention
 - b. Disability Awareness for Employees
 - c. Disciplinary Process for Supervisors/Managers
 - d. Employee Harassment Prevention
 - e. Americans with Disabilities Act (ADA)/Fair Employment and Housing Act (FEHA) for Supervisors/Managers
7. Performance Evaluation

EXHIBIT “B”

COUNTY OF RIVERSIDE SCOPE OF SERVICES EMPLOYEE ASSISTANCE SERVICES

The County of Riverside agrees to provide the following Employee Assistance Services (EAS) to Western Riverside Council of Governments (WRCOG), including but not limited to:

1. Access to a licensed therapist or psychologist (toll free at 888-829-8999) by telephone for crisis/urgent issues from 8:00 AM to 4:30 PM Monday through Friday.
2. The EAS therapist or psychologist will provide crisis intervention, identify what psychological or related problems exist and assist the Member with developing a strategic plan to address the issues.
3. EAS will provide up to three (3) in-person sessions on an annual basis to be used for comprehensive assessment, brief solution-focused counseling and referral for each enrolled Member at no cost to the Member. Appointment times will be available from 8:00 AM to 4:30 PM Monday through Thursday.
4. When necessary, EAS will facilitate psychological referrals for the Member to the appropriate health care providers, community resources or other appropriate facility for necessary treatment in a convenient location within the Member's healthcare network.
5. EAS shall provide up to three trainings annually for WRCOG supervisors, managers and line staff.
6. EAS shall provide management consultation for supervisors and managers from 8:00 AM – 4:30 PM Monday through Thursday.
6. EAS shall provide on-site Critical Incident Stress Debriefings (CISD's) and other on-site departmental consultations as needed.