
EMPLOYMENT CONTRACT
for Case Management Services

THIS EMPLOYMENT CONTRACT is entered into this 1st day of October , 2016, by and between **The Converse County Tripartite Board**, hereinafter referred to as TRIPARTITE, by and through its duly elected and authorized Board of Directors; and **Bob Shinmori**, of Douglas, Wyoming, hereinafter referred to as CONTRACTOR.

RECITALS:

The parties recite and declare as follows:

- A. TRIPARTITE, by and through its undersigned Board of Directors, has negotiated with CONTRACTOR to provide certain services to TRIPARTITE as a Case Manager to establish and administer first contact applications for aid through the Community Service Block Grant pursuant to the terms of said grant, herein referred to as Program.
- B. The parties have agreed that the employment of CONTRACTOR will be as a Contractor for a period of twelve (12) months, acting in an Administrative/Supervisory, contractor position.
- C. CONTRACTOR agrees to perform these services for TRIPARTITE under the terms and conditions of this Contract.
- D. The parties have fully negotiated the terms and conditions of employment, and it is their intent that this written Contract express their understanding with regard thereto.

NOW, THEREFORE, for and in consideration of the sums to be paid and the promises and conditions to be kept and performed by the parties, the parties,

AGREE AS FOLLOWS:

SECTION ONE:
MUTUAL ASSENT TO EMPLOYMENT AND DUTIES OF EMPLOYMENT.

1. TRIPARTITE contracts, engages and employs CONTRACTOR to assume and provide, establish and administer a professional first contact and entry process for applicants for aid under the Program; marketing of services to potential, qualified clients for the Program services; to conduct screenings and determine eligibility of applicants; to establish procedures for and to make client referrals to vendors; and, to provide personal financing management training for clients, including follow-up services for clients and vendors of the Program.
2. CONTRACTOR'S duties and responsibilities shall include, but may not be limited to the following, to-wit:
 - # To understand the requirements and purposes of the Program and to professionally administer the provisions of same with regards to case management;
 - # Collect information from clients to determine eligibility and for case management;
 - # Verify and update client information and enter it into the client case file and cmTool electronic data system;
 - # Develop and provide needed forms and informational brochures;
 - # Conduct initial intake and needs assessment interviews;
 - # Network and facilitate coordination of referrals;
 - # Market services available to other agencies and the community;
 - # Conduct at least 3 community based presentations to area organizations each quarter;

 - # Attend monthly Human Resources Council meetings in Douglas and Glenrock and Community Service Block Grant board meetings, and other meetings as required;

- # Maintain required documentation to verify that service objectives and outcomes are being met;
 - # Maintain office space and welcoming environment;
 - # Maintain administrative records and reports;
 - # Draft annual grant application for continued funding;
 - # Complete end of year reports in conjunction with Board members;
 - # Execute recommendations made by the Board in such time as instructed by the Board;
 - # Develop policy and procedure manual;
 - # Adhere to approved policy and procedure manual;
 - # Maintain professional ethics and confidentiality.
3. CONTRACTOR accepts employment as a part-time, exempt **AT-WILL** contractor of the TRIPARTITE upon the terms and conditions set forth throughout this Contract.

**SECTION TWO:
COMPENSATION; LIMITATIONS AND CONTINGENCY.**

1. CONTRACTOR shall be deemed as retained as of _October 1__, 2016, and final approval by the TRIPARTITE Board of Directors; and, shall be compensated at the rate of \$__**3187.50**_____ per month, **\$38,250** annually. Said compensation shall be paid as follows: This position is a .80 FTE position, thereby prorated salary is **\$30,600** annually or **\$2550** per month. Payment to be made on the last working day of each month.
2. CONTRACTOR will not be covered by Worker's Compensation.
3. The parties agree and understand that this engagement is dependent on State funding and subject to any funding requirements established or required by the State of Wyoming.

SECTION THREE:

HOURS OF WORK, EXEMPT STATUS.

1. The parties specifically understand and agree that CONTRACTOR, as a Contract Employee, may be working flexible hours, with no set schedule, and will be less than forty (40) hours per week but not less than 32 hours per week. Work week is based on an average of 32 hours per week and will require some weekend hours and attendance at activities which may fall outside of an 8-5 work day.
2. As a salaried exempt ***AT-WILL*** contractor in a supervisory position, CONTRACTOR shall not be entitled to overtime compensation, comp time in lieu of overtime, any accrued vacation time, unemployment benefits nor sick leave. ***CONTRACTOR specifically and expressly waives these benefits as a condition of employment under the special circumstances of this Contract.***

SECTION FOUR: OTHER EMPLOYMENT.

1. CONTRACTOR agrees to devote such time, attention, knowledge, skill and expertise as may be required to perform the duties of the job; however, CONTRACTOR may engage in such other employment or activities to the extent that the same, in the discretion of TRIPARTITE, does not detract from the services anticipated in this Contract.
2. CONTRACTOR agrees to disclose the extent and nature of such other employment if and when reasonably requested to do so by TRIPARTITE.

SECTION FIVE: TERM OF CONTRACT AND TERMINATION.

1. The terms of this Contract shall be for twelve (12) months, commencing as providing in Section 2, paragraph 1, and terminating at midnight on September 30, 2017. It is agreed this contract will be reviewed every six (6) months to assess performance and compliance to the grant requirements. However, this Contract may be extended or renewed upon mutual agreement of the parties in writing. This contract can be renegotiated at any time at the Board's discretion with consent of the Case Manager.

2. CONTRACTOR may terminate this Contract at any time during the term thereof by giving TRIPARTITE thirty days notice of his/her intent to terminate.
3. The TRIPARTITE may terminate this Contract at any time upon giving CONTRACTOR thirty (30) days notice of intent to terminate.
4. The employment of CONTRACTOR shall be, and the parties specifically agree, that it is strictly **AT-WILL** and may be terminated without cause or for any reason.

IN WITNESS WHEREOF, the parties have executed this Agreement this __1st__ day of __October____, 2016.

CONVERSE COUNTY TRIPARTITE BOARD:

CONTRACTOR:

By: _____
Chase Anfinson, Chairperson

Bob Shinmori

By: _____
Leroy Kingery, Vice Chair

By: _____
Sharon Kilmer, Secretary