

**LETTER OF AGREEMENT  
For Shared Services of District Employees**

Name of Requesting Agency: Castaic Union School District

Address: 28131 Livingston Ave, Valencia, CA 91355

Contact: Janene Maxon                      Tel: (661) 257-4500      Email: [jmaxon@castaicusd.com](mailto:jmaxon@castaicusd.com)

The Castaic Union School District (CUSD) requests the shared services of William S. Hart Union High School District (Hart District) employees to perform library services between September 1, 2019 and June 30, 2020.

This Letter of Agreement (Agreement) represents a request from CUSD for the shared services of Hart District employees to perform credentialed library services for specified hours within the specified period of time noted above. The scheduling of such services by Hart District employees shall be determined in consultation between CUSD and Hart District. The services provided are not to exceed 25 extra duty hours for the duration of the agreement.

Upon approval of this Agreement by the parties, the Hart District employees will be on temporary loan to CUSD for the specified number of hours and/or date(s), as determined and agreed upon by CUSD and Hart District, and said employees will be deemed to be on leave from the District for said hours and/or date(s). The Hart District employee's full salary and benefits will continue to be paid by the Hart District, and CUSD will reimburse the District for all costs, for the period Hart District employees are performing library services for CUSD.

Reimbursement will include any employee salary and benefits for the hours and/or number of work days Hart District employees perform library services for CUSD. The Hart District shall submit to CUSD itemized invoices indicating the salary and benefit payments to be reimbursed, and such reimbursement is due upon submission of the invoice. Hart District will provide written documentation of Hart District Employee's Daily Rate at which Hart District will invoice CUSD.

**FOR CASTAIC UNION SCHOOL DISTRICT:**

\_\_\_\_\_ Date: \_\_\_\_\_  
Janene Maxon, Assistant Superintendent, Educational Services

**FOR WILLIAM S. HART UNION HIGH SCHOOL DISTRICT:**

\_\_\_\_\_ Date: \_\_\_\_\_  
Michael Vierra, Ph.D., Assistant Superintendent, HR