

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

Name of Requesting Agency: Saugus Union School District

Address: 24930 Avenue Stanford, Santa Clarita, CA 91355

Contact: Jennifer Stevenson Tel: (661) 294-5300 Email: [jstevenson@saugusUSD.org](mailto:jstevenson@saugusUSD.org)

The Saugus Union School District (SUSD) requests the shared services of William S. Hart Union High School District (Hart District) employees to perform social worker supervision services between July 1, 2020 and June 30, 2021.

This Letter of Agreement (Agreement) represents a request from SUSD for the shared services of Hart District employees to perform social worker supervision 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 SUSD and Hart District. The services provided are not to exceed two (2) extra duty hours per week for the duration of the agreement.

Upon approval of this Agreement by the parties, the Hart District employees will be on temporary loan to SUSD for the specified number of hours and/or date(s), as determined and agreed upon by SUSD 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 SUSD will reimburse the District for all costs, for the period Hart District employees are performing social worker supervision services for SUSD.

Reimbursement will include any employee salary at the teacher contracted extra hourly rate (\$34/hour) and benefits for the hours and/or number of work days Hart District employees perform social worker supervision services for SUSD. The Hart District shall submit to SUSD itemized invoices indicating the salary and benefit payments to be reimbursed, and such reimbursement is due 30 days from receipt of the invoice.

**FOR SAUGUS UNION SCHOOL DISTRICT:**

\_\_\_\_\_  
Jennifer Stevenson, Ed.D., Assistant Superintendent, HR

Date: \_\_\_\_\_

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

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

Date: \_\_\_\_\_