

2018-2019 Occupational Therapy Contract

Galion City School District

Leanna Rentz, Occupational Therapist (OT), and the Galion City School District (District) hereby agree to the following:

General Duties of Occupational Therapist (OT)

To provide occupational therapy services for District for student(s) in the Galion City School. Services include but are not limited to: consultation with staff and parents, daily notations, write ups for testing, evaluations, direct therapy, ETR reports, IEP goals, and assistance in IEP preparation, documentation and or telephone contact with physicians as needed and required documentation for Medicaid billing as required by the District. All documentation will be prepared by the OT in a timely fashion.

To maintain all necessary certification as an OT

To maintain liability insurance for occupational therapy

To provide supervision of Certified Occupational Therapist Assistance (COTA) as required by law and as necessary and mutually agreed to by the OT and the District.

General Duties of the District

Notifications of any and all meetings in a timely manner.

Independent Contractor

It is understood between the OT and the District that Leanna Rentz is an independent contractor. It is further understood that the OT is not an employee of the District for the purposes of any federal, state, or local taxes with respect to employment or compensation for employment. Leanna Rentz agrees to be responsible and to have full and complete liability for any and all employment or payroll taxes or contributions imposed by any tax laws. In addition the OT shall have no claim under this agreement against the District for vacation pay, sick leave, or retirement benefits.

Fee Arrangement and Frequency of Services

OT will provide occupational therapy services at the direction of the special education coordinator and/or administrators of the District.

OT agrees to turn in a monthly billing invoice with the date of work performed, including time in and time out. The format of the invoices can be revised at the request of the District and/or mutual consent of the OT and the District.

OT understands that school holidays and/or summer hours are not billable time unless service is requested.

District agrees to pay OT for services at a rate of \$50.00 per visit per student. It is also understood that set up/tear down and documentation are billable hours. Summer therapy will be mutually agreed to by the parties.

District understands that OT may use the services of a COTA at the OT's discretion.

District agrees to pay for services within thirty (30) calendar days of receipt of invoice. Invoices not paid within thirty (30) days shall incur a late fee of five (5) percent of the amount owed. The late fee shall be calculated every fifteen (15) days thereafter until the balance is paid.

District agrees to professional witness fees when requested by a Court of Law or the District on a matter involving a District student. The rate of pay will be no more than \$50.00 per hour and the fee will be mutually arrived at by the OT and the District.

Confidentiality

Leanna Rentz acknowledges that carrying out her responsibilities defined in the contract will result in her access to and knowledge of various forms of information, records, and/or other documentation of District students. Leanna Rentz agrees that she will not disclose any of the student's information directly or indirectly, or use the information in any manner, either during the term of this agreement or any time thereafter, except as required by the law or through mutual agreement with the District.

Additional Contract

It is expressly understood by and between the parties that the OT may enter into contracts with other schools, businesses, etc.

This agreement shall remain effect until terminated by either party with thirty (30) days of written notice.

Indemnification and Hold Harmless

District shall not be liable for any acts or omissions of Leanna Rentz. Leanna Rentz agrees to indemnify and hold harmless the District, its staff, and its members against any and all liability, losses, damages, costs, and expenses which the District may incur or be required to pay as a result of any act or omission of Leanna Rentz. Leanna Rentz shall not be liable for any acts or omissions of the District. The District agrees to indemnify and hold harmless Leanna Rentz and/COTA retained by Leanna Rentz, against any and all liability, losses, damages, costs, and expenses as a result of any act or omission of the District.

Leanna Rentz MOT, OTR/L

Representative, Galion City School Local School