

# TEXAS ASSOCIATION OF SCHOOL BOARDS, INC.

## HR Services • Service Agreement for Pay Systems Maintenance

Austin ISD ("Client")

Proposal: September 8, 2021 • Expiration: October 8, 2021

### 1. Scope of Work

TASB provides pay system maintenance service to Clients for whom we have provided pay systems services within the past year. Pay systems maintenance projects are more limited than a pay systems review and are focused on maintaining the system previously designed by TASB.

TASB services/deliverables will include:

1. Set up pay file modeling templates using a snapshot of current employee data;
2. Analyze competitive pay position of benchmark jobs in the local job market;
3. Adjust pay structures to maintain competitive position;
4. Develop implementation models with cost estimates for pay increases and limited adjustments;
5. Review a preliminary draft of findings and recommendations with Client leaders;
6. Document and present a final report of findings and recommendations; and
7. Provide final employee data file with board-adopted general pay increase.

### 2. Cost

**\$14,000** consulting fee plus reimbursement of travel expenses. TASB will invoice the Client upon completion of services.

### 3. Schedule

**February 2022** will be targeted for delivery of a draft report, after beginning in December 2021. To meet this delivery schedule, TASB must receive approval of this agreement before the expiration date below and must receive the electronic pay data requested from the Client within the timeframe specified in the data request.



HR Services

#### 4. Cancellation of Agreement

In the event either party terminates this Agreement before the completion of services, the Client will reimburse TASB for all costs incurred up to the date of cancellation and will pay TASB's fee for consulting hours actually rendered at TASB's then current hourly rate.

#### 5. Term of Agreement

This Agreement is effective upon the Client's delivery (by mail or facsimile) of an executed counterpart of this Agreement to TASB and either party may rely upon a facsimile or photocopy of the Agreement for all purposes.

#### 6. Limitation of Liability

TASB's liability under this Agreement is limited to the fees paid by the Client to TASB under this Agreement. The parties agree that, in the event of a lawsuit between the parties relating to this Agreement, the prevailing party is entitled to recover reasonable and necessary attorney's fees.

**Texas Association of School Boards, Inc.**

*Amy Campbell*  
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Amy Campbell  
Director, HR Services

**Client**

*Lynn Brennan*  
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Signature of Authorized Official

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Purchase Order Number

September 8, 2021  
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Date Approved

