

**CITY OF BEVERLY
PERSONAL SERVICE AGREEMENT**

This Personal Service Agreement defines the relationship between the City of Beverly as the Sponsoring Agency for the Massachusetts Urban Search and Rescue Task Force (MA-TF1) (hereafter referred to as “the Task Force”) and deployable individuals (hereafter referred to as “Vendors”) that are provided an hourly rate to perform services for the Task Force.

1. Each vendor is responsible for their own transportation to and from the Task Force.
2. The Task Force, through the City of Beverly Accounts Payable System, will compensate each vendor on a monthly basis upon submission of an appropriate time sheet.
3. The City of Beverly will make no deductions for State, Federal or Local Taxes which will be the sole responsibility of the vendor.
4. If a vendor is compensated more than \$600.00 per calendar year, the City of Beverly will issue an IRS Form 1099 to the vendor.
5. The current deployment reimbursement rate schedules are attached.
6. During a Federal deployment with the Task Force, time is calculated from your time of arrival at the cache in Beverly until your dismissal from Beverly at the conclusion of the mission. FEMA and/or the Task Force may elect to add rehabilitation and CISD time at the end of a deployment on a case-by-case basis in accordance with current guidelines.
 - a. For Federal IST deployment, time is calculated according to Federal Guidelines:
 - i. Ground Deployment: From your actual time of departure until return to your point of departure which must be direct. Time will stop if deviation in return occurs.
 - ii. Air Deployment: From 3 hours prior to scheduled flight until your return flight lands at your home destination airport.
7. During a Federal Deployment, the vendor will be covered by the Department of Labor with Federal Workers’ Compensation and Federal Tort Liability.
8. No vendor may charge for backfill or lost wages as a result of his/her deployment.
9. This agreement is effective until superseded by a new agreement.

Vendor (print) _____

Signature _____ Date _____

Mark Foster, Program Manager _____ Date _____