

CONTRACT

This contract made January 1, 2026 between BRiDGES, a/k/a/ Madison County Council on Alcoholism and Substance Abuse, Inc. (hereinafter BRiDGES), and City of Oneida, shall govern the terms of the agreement between the parties whereby BRiDGES shall provide an Employee Assistance Program (hereinafter EAP) to all active regular full and part-time employees of City of Oneida, including those on disability and those receiving Workers' Compensation.

TERM: This agreement shall last for twelve months beginning January 1, 2026 and ending December 31, 2026.

RENEWAL: BRiDGES agrees that at the end of the term of this agreement, it will renew annually for another one-year term. Updated employee count, terms, and price levels will be negotiated at that time.

PRICE: The total twelve month cost of the EAP will be \$2,200.00 payable annually. Payments will be due upon receipt of invoice. City of Oneida agrees to make payment within thirty days of the due date. Payment is to be made to the order of the Madison County Council on Alcoholism and Substance Abuse, Inc. Mailing address is PO Box 389, Oneida, NY 13421.

It is understood that this price is determined on the basis of \$20.00 per covered employee per year. City of Oneida hereby warrants that its current work force number is 110, and agrees to give documentary evidence of this fact on request by BRiDGES. City of Oneida further agrees to give written notice to BRiDGES of every change, either reduction or increase, in the number of persons in its work force which exceeds five persons. In the event the number of covered employees changes by more than five persons, the price of the service provided will be adjusted and pro-rated to the date BRiDGES receives a notice of change.

CANCELLATION AND REFUND: This agreement may be canceled on sixty (60) days written notice by either of the parties. If the agreement is canceled by BRiDGES at any time during its term, the amount due will be prorated to the effective date of cancellation and any excess amount paid BRiDGES will be refunded in full. If the agreement is canceled by City of Oneida effective prior to September 1, 2026 the amount due will be prorated to the effective date of cancellation and any excess amount paid BRiDGES will be refunded. If the agreement is canceled by City of Oneida effective after September 1, 2026 the full annual amount will become immediately due and payable.

EAP OPERATIONS:

A. BRiDGES will provide the following EAP services:

1. Upon contract signature for new and existing contracts, contracts will be given an on-site (or virtual if requested) orientation for supervisors, management and employees.
2. Up to 10 hours on-site or virtual service, each contract year, including but not limited to:

training/wellness workshops, tabling events, critical incident debriefs, and other employee and supervisor trainings as identified by need. Additional trainings above and beyond the 10 hours contracted can be requested for a flat rate per training.

Please allow 1 month notice for any training requests allowing time to prepare or we may be unable to provide the requested training topic.

3. Problem assessment and referral services for a wide range of employee concerns including, but not limited to: marital problems, alcoholism and substance abuse, financial difficulties, separation and divorce issues, depression and other concerns which interfere with job performance.

4. Follow-up consultations for employees who have returned from inpatient treatment.

5. Consultation on workplace intervention including, but not limited to: workplace violence, drug free workplace policy, and critical incident stress management.

6. Literature, including but not limited to a monthly flyer, and posters/ other materials for employees on EAP services.

7. Utilization reports on a quarterly basis with demographic information as requested by City of Oneida. Reports will be provided within 30 days of the end of each quarter.

B. BRiDGES will limit its services in the following ways:

1. BRiDGES staff will be available from 8:00 am until 5:00 pm Monday through Friday with evening hours available on Tuesdays by appointment only. BRiDGES will be closed on all Federal holidays and reserves the right to close based on the decision of management and the Board of Directors. A 24-hour answering machine will be available to provide callers with the numbers for crisis services, or to take messages after hours.

2. All EAP services may be provided via the following methods: Telephone or Face to Face which includes onsite and virtual.

3. BRiDGES will not provide long term counseling. BRiDGES will limit its provision of services for any one employee on any one problem to no more than five sessions in which BRiDGES will perform only assessment, identification, stabilization, intervention and referral services. BRiDGES does not self-refer.

4. We strive to provide exceptional service to all our clients while maintaining a safe and welcoming environment. However, there may be circumstances under which we reserve the right to refuse service to a client. These circumstances include, but are not limited to: a) Safety concerns: If a client's behavior poses a threat to the safety of our employees or other clients, we reserve the right to refuse service. This includes instances of verbal aggression, harassment, or any other behavior that compromises safety. b) Legal requirements: We are committed to upholding legal obligations and ethical standards. In cases where providing service would violate laws or regulations, we reserve the right to

refuse service. Process for Refusal of Service: If a situation arises that warrants refusal of service our staff will handle it with professionalism and sensitivity. Clients will be informed of the reason for refusal of service in a respectful manner.

C. City of Oneida will be responsible for the following:

1. A central location where employees and supervisors will have access to EAP announcements and literature.
2. Adequate space for EAP program activities held at the City of Oneida facilities at no cost to BRiDGES.
3. Attendance at EAP programs is solely City of Oneida responsibility.

LIABILITY: BRiDGES will maintain a professional liability insurance policy with an aggregate limit of \$1,000,000. And an each claim limit of \$500,000 during the entire term of this agreement. BRiDGES will indemnify City of Oneida for any and all claims and actions arising out of BRiDGES service provided under this contract.

ENTIRE AGREEMENT: The parties stipulate that this is the entire agreement and that any other written or oral agreements are not binding on the parties unless made a part of this agreement in writing signed by both parties.

CHOICE OF LAWS: This agreement will be interpreted according to the laws of the State of New York.

AGREED this January 1, 2026.

BRiDGES/Madison County Council on Alcoholism & Substance Abuse, Inc.
PO Box 389, 1507 Upper Lennox Ave., Oneida, NY 13421

Maureen Campanie, Executive Director
Signature & Date

City of Oneida
Signature & Date