

LEGAL SERVICE AGREEMENT

THE EDISON HOUSING AUTHORITY, having an address of 14 Rev. Samuel Carpenter Boulevard, Edison, NJ 08820 And _____, an Attorney at Law, State of New Jersey, of _____, with offices located at _____

WHEREAS, the Edison Housing Authority desires to engage the services of _____, as Labor Counsel, for a (12) month period.

and;

WHEREAS, the Local Public Contracts Law requires that the compensation for Attorneys and other professionals engaged by a Municipal Entity be set forth in a written Agreement to be maintained on file in the Office of the Edison Housing Authority;

NOW, THEREFORE, BE IT AGREED, by and between two parties hereto as follows:

1. Duties of Labor Counsel

The Labor Counsel Attorney shall perform the following functions and Duties:

Representation of the Authority on all labor matters, as directed by the Authority, including advising on the following but not limited to: union negotiations, personnel policies and procedures manual, renewal of executive director’s contract, termination of personnel.

2. Period of Appointment

The period of appointment shall be from November 1, 2020 to October 31, 2021

3. Compensation

The Labor Counsel Attorney shall be compensated at a rate of \$ _____ per hour for all work. In accordance with prevailing Laws/Authority regulations/policies, the Labor Counsel Attorney shall submit detailed bills and vouchers to the Housing Authority (or its designee) on a regular basis.

4. Termination

Either party may terminate the within Contract upon 30 days written notice.

5. Affirmative Action Language

During the performance of this contract, the Firm/Attorney agrees as follows:

The Attorney will not discriminate against any employee and applicant for employment because of age, race, creed, color, national origin, ancestry, and marital status sex. The Attorney will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race creed, color, national origin, ancestry, marital status or sex. Such action shall include, but not limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provision of this nondiscrimination clause;

The Attorney will, in all solicitations or advertisements for employees placed by or on behalf of the Attorney, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status or sex;

The Attorney will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the Attorney's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The Attorney agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.

The Attorney agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.O. 1975, c.127, as amended and supplemented from time to time.

The Attorney agrees to inform in writing appropriate recruitment agencies in the area (if utilized), including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status or sex and that it will discontinue the use of any recruitment agency which engages in direct or indirect practices.

The Attorney agrees, if applicable, to revise any of its testing procedures, if necessary, to assure that all personnel testing confirms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal Court decisions.

The Attorney agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status or sex, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal Court decisions.

The Attorney shall furnish such reports or other documents to the Affirmative Action Office as may be required by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (N.J.A.C. 17:27)

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on this ___ day of _____, 2020.

ATTEST:

Edison Housing Authority
By: Deborah M. Hurley, Executive Director

WITNESS:

Labor Counsel

Threshold Qualifications

1. Must be licensed to practice law in the State of New Jersey **(25 points)**
2. Should have experience representing housing authorities and an understanding of state and related federal regulations. **(20 points)**
3. Should be fully versed in New Jersey Public Contracts Law, New Jersey Open Public Meetings Act, and State and Local Housing Authorities Law. **(20 points)**
4. Must be approvable by the U.S. Department of Housing & Urban Development. **(25 points)**
5. Should have experience in public sector labor law, including union contract negotiations, contract grievance handling, employee discipline matters, and advice to public sector clients. **(20 points)**