



## Welcome to SGR Interim Management Services!

We are pleased that you are interested in doing interim assignments for SGR. Local governments are facing increasing talent shortages and demand for interim local government personnel is rising. This creates flexible opportunities for retired professionals to stay engaged, contribute and supplement retirement income.

### **How Interim Services Works**

Each interim assignment is tailored to the client city's specific needs. For our interim professionals, we build a profile for each person with desired parameters such as preference for location, length of assignment, etc. When we get a call from a city seeking an interim manager, we try to match the best interim professional with the needs of the client city.

Assignments vary in length. Some assignments are 3-6 months in length, while others may last a year or more. Compensation is calculated by taking the fully loaded approved budget amount for the previous incumbent (salary, retirement, insurance, car allowance, FICA, etc.) and divide it by 2080 to get an hourly rate. We typically pay the contractor 70% of that rate. If the location is further than a reasonable commute, we try to negotiate housing and/or travel with the city.

SGR has a contract directly with the City to provide interim services and SGR has a contract directly with the interim professional to provide the interim services to the City on behalf of SGR. SGR pays the interim professional for hours worked and a 1099 is issued at the end of the year.

Interim professionals must complete a weekly time sheet. The time sheets are approved by the City and submitted weekly to SGR. Interim professionals are paid bi-weekly by direct deposit.

### **Management Consulting**

SGR also provides unique and customized consulting services to cities. These projects are often led by personnel from the interim professional pool. The process works very similar to interim assignments. SGR has a contract directly with the City for the consulting services and SGR has a contract directly with the interim professional to provide the consulting services to the City on behalf of SGR. Pricing and interim professional payment are determined on a case-by-case basis.

### **How to Join the Interim Professional Pool**

To enroll in the interim pool so that you may be considered for interim assignments and consulting projects, we need the following information:

- An updated resume
- Six (6) to eight (8) professional references (please include email addresses if available)
- Indicate your preferences for
  - Availability

- Length of Assignment
- Geographical Location
- Minimum Hourly Rate
- A short explanation of why you left your last position
- Background Media Search Disclosure Form
- Acknowledgment Form

Before an interim professional is recommended for an assignment, SGR will conduct a thorough background investigation that includes criminal records check, credit report and education verification. SGR contracts with FirstCheck, a private investigation firm, to conduct these background investigations. If there are any items of concern that you believe may be revealed during this process, please provide a detailed explanation.

### **Special Considerations to Working as an Independent Contractor**

All interim professionals are considered independent contractors and are not employees of SGR. Neither SGR nor the City will pay for or provide any benefits including retirement, unemployment, healthcare, workers compensation, professional liability, general liability, or any other insurance or benefits, to or on behalf of the Interim Professional.

Each interim professional who has been placed during the year will receive a 1099 for tax reporting purposes. The 1099 will include all payments for the contracted rate as well as any expenses such as mileage and housing reimbursements during the calendar year. SGR does not withhold federal tax from the interim professional payments. Please consult with a tax professional regarding:

- Payment of Quarterly Estimated Taxes
- Self-Employment Taxes
- Documentation of Expenses
- Any Other Tax Considerations

## SGR Interim Professional Acknowledgement Statement

### Please read carefully

All statements made by me in written or verbal conversations with the Interim Search Director/Manager/Coordinator, and any other materials submitted to SGR during this interim search process, are true and complete to the best of my knowledge. I understand that misrepresentations or omissions may be cause for rejection, or may be cause for subsequent dismissal if hired for interim placement.

To the best of my knowledge, I have disclosed any and all issues that may warrant explanation or that could be of concern to SGR or the hiring organization. This includes any issues or concerns that may arise through background investigation reports, criminal checks, reference checks, press coverage, and Internet research.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



3. What will we find in an Internet search of press coverage that may be controversial or of concern to the city? Please provide whatever explanation you think is appropriate to help us understand what we will find.

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Name

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Date

## SGR Applicant Notification / Release of Information

In connection with my application for employment, I understand that investigative inquiries and research on my background, including online and social media searches and reference checks, in accordance with the Fair Credit Reporting Act and all state and federal laws, are to be made on me, including information as to my personal character, abilities, work habits, residency, general reputation, performance, experience, online media presence, and other qualities pertinent to my qualifications for employment, including reasons for termination of past employment.

I understand that prospective employer and/or Strategic Government Resources (SGR) and/or any third-party agent assigned by SGR may make inquiries and reference checks and access records including but not limited to my consumer credit history, education, professional licensing, criminal history, driving history and all online and other media sources. Furthermore, I understand that the prospective employer and/or SGR and/or any third-party agent assigned by SGR may request information from various federal, state, and other agencies that maintain records concerning my past driving history, credit history, criminal history, military history, civil and other experiences.

I authorize without reservation, any party (including, but not limited to, employers, law enforcement agencies, state agencies, institutions, and private information bureaus or repositories) contacted by prospective employer and/or SGR and/or any third-party agent assigned by SGR to furnish any or all of the above-mentioned information. In addition, I hereby release prospective employer, SGR, and any third-party agent assigned by SGR from any and all liability for damages arising from the investigation and disclosure of the requested information. I further release and discharge all liability from all companies, agencies, officials, officers, employees, and other persons, who, in good faith provide to prospective employer and/or SGR and/or any third party agent assigned by SGR the above mentioned information as requested, in order to successfully complete a background investigation for my application of employment. I will allow a photocopy of this authorization to be as valid as the original.

I acknowledge that I have been provided with the following document: *A Summary of Your Rights Under the Fair Credit Reporting Act* (as published by the Federal Trade Commission). I understand that according to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained by my prospective employer from a Consumer Reporting Agency. Upon written request, I will be informed whether an investigative consumer report was requested and will be given full information as to the nature and the scope of the investigation, as well as the name of the reporting agency or sources of information.

I acknowledge that the information provided on this form is complete and accurate to the best of my knowledge.

Full Name (first, middle, last): \_\_\_\_\_

Email address: \_\_\_\_\_

Other Name Variations: \_\_\_\_\_

Maiden Name, if applicable: \_\_\_\_\_

Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_