

C O N T R A C T
Oregon Music Teachers Association
c/o Heidi Evans, State Syllabus Chair
20824 SW Teton Ave.
Tualatin, OR 97062

Name (first, last): _____

Address: _____

City/State/Zip: _____

Phone: Home: _____ Cell: _____ Work: _____

This is a contract between the Oregon Music Teachers Association (OMTA) and the above individual, hereafter referred to as the Adjudicator, for the 2021-2022 Syllabus sessions.

TERMS

1. To the extent reasonable, OMTA will reflect the needs and preferences of the Adjudicator when making assignments.
2. Assignments for Fall Syllabus will be sent to the Adjudicator no later than September 15.
3. Assignments for Spring Syllabus will be sent to the Adjudicator no later than December 15.
4. **Remuneration:** OMTA will remunerate the adjudicator per the following terms:
 - Adjudicator without confirmation: \$40.00 per hour of scheduled adjudication.
 - Adjudicator with confirmation: \$45.00 per hour of scheduled adjudication.
 - A scheduled adjudication begins with the starting time of the first scheduled student on the Syllabus day and ends with the ending time of the last scheduled student or conference on that day.
 - If applicable, adjudication schedules include a paid 15-minute break in the morning, a paid 15-minute break in the afternoon, and an unpaid 60-minute lunch break.
 - If applicable, virtual exams will include additional paid breaks, up to two in the morning and two in the afternoon.
 - If applicable, virtual exams will include an additional 30 minutes of reimbursement to cover adjudicators mailing forms to teachers.
5. **Lodging Reimbursement:** If requested, OMTA will reimburse the *actual lodging expense*, up to \$185 per night per room, when an overnight stay is necessary, if one of the following conditions are met:
 - The adjudication site is more than 60 miles from the adjudicator's home and includes a minimum of three hours of adjudication, or
 - The adjudication assignment includes two or more consecutive days of scheduled adjudication.
6. **Mileage Reimbursement:** If requested, OMTA will reimburse the adjudicator for use of his/her personal vehicle to travel to/from the adjudication location using the standard IRS per mile business reimbursement rate in effect at the time the expense was incurred.
7. **Meal Reimbursement:** If requested, OMTA will reimburse the adjudicator \$25 for each scheduled adjudication day only when the adjudication site is more than 60 miles from the adjudicator's home.
8. The adjudicator agrees to arrive at the adjudication location at least 15 minutes *before* the first student is scheduled.
9. The adjudicator agrees to submit all requests for expense reimbursements only on the approved forms, within two weeks of adjudication dates, including all lodging receipts.
10. The adjudicator certifies that he/she has never been convicted of a felony and has attained the age of 21 years.

Your signature below indicates the accuracy of the information supplied above, your agreement to the terms of this contract and your agreement to cooperate with all standards and policies of the OMTA Syllabus program. (Upon signing, please return to address above.)

Signature: _____
Adjudicator

Signature _____
State Syllabus Chair

Date: _____

Date: _____