Hiring & Commitment Letters for Small/Medium Nonprofits

- Offer/Commitment Letter or MOU/Contract for IC
- First Employee Hire Checklist
- Subsequent Employee Hire Checklist
- Questions from Last Time
Offer/Commitment Letter or MOU/Contract for IC

- Position being offered – best if tied to job description
- Name of the entity making the offer - including the name of the person or body (i.e., the board of directors) making the offer
- Duration of position if other than indefinite.
- Status - Part time (29 hours or less) or full time, exempt or non-exempt
- Rate of Pay – As an annual figure if exempt, hourly figure if non-exempt
Offer/Commitment Letter, cont’d

- Schedule – note hours and days scheduled if known, note special events outside of regular hours that will require attendance.

- Benefits – indicate whether the position offers any benefits such as medical, dental, or vacation. If no benefits, state so.

- Expectations – if full time, include expectations regarding participation in meetings, volunteers, and life of the org.

Offer/Commitment Letter, cont’d

- Disclaimer – note that the offer is contingent on the applicant’s ability to meet all fingerprinting and other requirements, if any. The letter should also state that the org. is an at-will employer. Provide a date by which it should be accepted.

- Signature of Acceptance – Provide a space for the applicant's signature and a date to indicate acceptance. Two copies of the letter should be sent to the applicant, one for her files and one to be signed and returned to the org.
MOU/Contract for IC

- Outline the deliverables—what the IC should deliver to or produce for the org.
- Ensure the IC is control over “how” the project is done as well as provides their own equipment.


First Employee Hire Checklist
First Employee Hire Checklist

- Prepare & distribute offer letter.
- Register with Department of Workforce Development (unemployment), if you intend to provide UI coverage. Choose type of coverage.
- Obtain worker’s compensation insurance.
- Establish a payroll system, or use a qualified vendor.
- Have each employee complete W-4, I-9, IN-WH4, direct deposit and any grant-related paperwork (such as a demographic information sheet).

First Employee Hire Checklist, cont’d

- Post requires notices (Dept. of Labor posters).
- Adopt basic workplace safety measures (OSHA).
- Adopt an employee handbook.
- Establish personnel files, keeping tax, medical and employment matters separate.
- Establish employee benefits and then have employee complete benefits enrollment forms, if any.
First Employee Hire Checklist, cont’d

- Provide ACA Exchange notice (if activities exceed $500k).
- Withhold payroll taxes and be sure to remit to proper authorities (IRS, DOR, etc.).

Subsequent Employee Hire Checklist
Subsequent Employee Hire Checklist

- Prepare and distribute offer letter.
- Complete Indiana NewHire report.
- Have employee complete W-4, I-9, IN-WH4, direct deposit, and any grant-related paperwork (such as a demographic information sheet).
- Have employee complete benefits forms (or do this after probationary period).
- Distribute employee handbook.
- ACA Exchange notice.

Questions from Last Webinar
Questions from Prior Webinar

- How long to keep applications, resumes and cover letters? 2 years.
- Copy of table showing employment laws and the number of employees.

The next “Lunch & Learn” of the Nonprofit Webinar Series: Applications & Interviews

Tuesday, March 17, 2015
11:00 a.m. to 12:00 (12:30) p.m. ET

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 17, 2015</td>
<td>11:00 a.m. – 12:00 noon (12:30) ET</td>
<td>Overview of HR and best practices</td>
</tr>
<tr>
<td>March 3, 2015</td>
<td>11:00 a.m. – 12:00 noon (12:30) ET</td>
<td>Applications and interviews</td>
</tr>
<tr>
<td>March 17, 2015</td>
<td>11:00 a.m. – 12:00 noon (12:30) ET</td>
<td>Hiring and commitment letters</td>
</tr>
<tr>
<td>March 31, 2015</td>
<td>11:00 a.m. – 12:00 noon (12:30) ET</td>
<td>Employee manuals</td>
</tr>
<tr>
<td>April 14, 2015</td>
<td>11:00 a.m. – 12:00 noon (12:30) ET</td>
<td>Correcting performance issues</td>
</tr>
<tr>
<td>April 28, 2015</td>
<td>11:00 a.m. – 12:00 noon (12:30) ET</td>
<td>Termination</td>
</tr>
</tbody>
</table>