



Employees and Contractors



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Employees and Contractors

- Funding
- W4 vs Ig
- Employment Agreement Template
- Benefits
- Annual Review

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Funding

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**Funding Sources**

- Government grants
- Private foundations
- Individual donors
- Internal revenue
- Fundraising events



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**Funding Allocation**

- Board of Directors
- Staff & Contractors
- Job Program Participants



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**Funding Reporting**

- Government grants
- Private foundations
- Individual donors
- Internal revenue
- Fundraising events



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W4 vs I9



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W4 vs 1099

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|---|--|---|
| <p><b>W4</b></p> <ul style="list-style-type: none"> <li>• Taxes Withheld</li> <li>• Access to Benefits</li> <li>• More Structure/Control</li> </ul> |  | <p><b>I9</b></p> <ul style="list-style-type: none"> <li>• No Taxes Withheld</li> <li>• No Access to Benefits</li> <li>• Less Structure/Control</li> </ul> |
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Employment Agreement Template



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**Employment Agreement Template**

- Summary
- Funding Sources and Structure
- Key Roles and Responsibilities
- Scheduling
- Reporting



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**Benefits**



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**Benefits**

- Paid Time Off (PTO)
- Vicarious Trauma Prevention
- Wants/Needs Requests



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Annual Review



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Annual Review

- Key Roles and Responsibilities
- Absences
- Vacation Usage
- Quality of Life Assessment



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