





Checklist
Contracting
for
nonprofits

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CHECKLIST:
EMPLOYMENT CONTRACT OR NOT?
- 1 -

- 1 What does the contract say?
Does the contract describe the nature of the position?
- 2 Core business or auxiliary service?
Does the work appear to serve the organization's "mission"?
- 3 Similar to or different from employees?
Do the roles, tasks, benefits, etc. match or differ from employees'?
- 4 Integrated or porous?
Do you offer additional support or services to employees or contractors?

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Hi, I am Suzanne

If you have any questions about the checklist,
contact me:

sbakker@changingtides.eu

I am also very eager to hear how the checklist
works for you!

Suzanne

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00 Why a checklist?

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work to be done!

Extra hands needed!

But how?

Project money: limited time, limited budget, limited role

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choice

Payroll employee: part of organization, pay for salary + other items, set up facilities, staff management, responsible for this person, etc.

External contractor: flexible, takes care of admin him/herself, own facilities, not face of organization, price is higher but termination easier, etc.

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dilemmas

Payroll employee or external contractor?

- Limit risks & costs
- Ease of management & payment
- Perception (organization or individual)
- Image of organization

→ write all this down


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what to do

- ✓ Describe what you want the situation to look like
- ✓ Look at your thoughts related to the dilemmas
- ✓ Watch the videos by prof. Barentsen
- ✓ Follow the checklist & decide what solution suits the situation best
- ✓ Make sure that the situation on the ground is consistent with the solution you choose!

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I am here for you

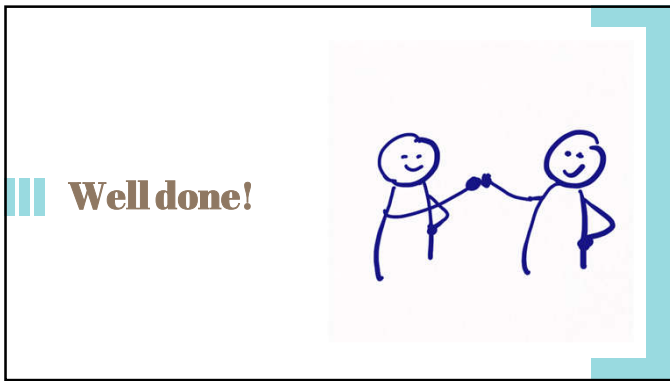
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