

Employer of Record FAQ's

What is an Employer of Record?

An Employer of Record arrangement is when one organization serves as the employer for staff members who work for a sponsored project or organization. The sponsoring organization (Cascade Pacific) manages payroll, benefits, insurance and tax reporting while the sponsored organization's Board/Advisory Committee provides direction and guidance for the employees' work. This is an optional service available to Cascade Pacific's Fiscal Sponsorship clients.

Is there an additional fee for the Employer of Record package?

Yes. The Employer of Record Services are additional services that we offer our Fiscal clients. The initial one-time set up fee is \$1000 plus \$500 per employee. After the first year the annual fee is \$500 plus \$500 per employee.

What is included in that fee?

Cascade Pacific will issue paychecks and manage all employee benefits, insurance, payroll taxes and reporting. We can assist you with hiring new staff and provide a "home base" for your employees, who can call our office for support in navigating employment forms and benefits. When available, your staff may have access to other benefits, such as reduced-cost software through third-parties that provide products to nonprofit organizations.

Can Cascade Pacific be our Employer of Record without serving as our Fiscal Sponsor?

No. The Employer of Record package is an optional service available to our Fiscal Sponsorship clients.

Would our staff receive any employee benefits?

Yes. Health care and retirement benefits are direct costs that are billed independently.

Who supervises our staff?

We know you have the expertise to guide your project, and we respect that. As the Employer of Record, Cascade Pacific manages the legal and administrative aspects of employment. Your board, steering committee or leadership team continues to set the agenda for staff members' work. We can provide guidance for hiring new staff and evaluating current employees and will collaborate with you to accomplish those tasks.

For more information please contact:

Kirk Shimeall, Executive Director, kirk@cascadepacific.org or 541 248-3094

"Having the human resource responsibilities taken off the shoulders of our all-volunteer board has allowed the watershed council's focus to stay on promoting and sustaining the health of the watershed and its communities—the very reason why board members joined the watershed council."

-CPRCD Employer of Record Client