

Crater Regional Workforce Development Board Employer of Record Policy

It is the policy of the Crater Regional Workforce Development Board (CRWDB) to maintain an agreement with a governmental/quasi-governmental entity within the Crater Region to serve as the employer of record for Board staff.

General Information

- Such an agreement shall provide for, not less than, the processing/distribution of Board-staff payroll, eligibility of Board staff to participate in the employer-of-record's employee benefits plan and Human Resources guidance/supports for CRWDB staff.
- The agreement/supporting documentation shall include a detailed pricing structure with regard to any/all associated fees to be paid by CRWDB for services rendered.
- Determination of the number, status, and salary of CRWDB staff shall remain the sole discretion of CRWDB.

Determination of Employer of Record

The responsibility for determining and engaging an employer-of-record for CRWDB staff shall be that of the CRWDB's Executive Director in partnership with CRWDB's Executive Committee. The determination of the employer-of-record for CRWDB staff shall be based on the following criteria:

1. Benefit to Board employees - Consideration shall be given to the quality and affordability of the perspective employer's employee-benefits package.
2. Benefit to CRWDB - Consideration shall be given to the overall costs to the Board to engage the perspective employer as the staff's employer of record, i.e., Board's costs for employee-benefits package and service fees assessed by the entity as well as the relative value of the employee-benefits package and services provided.

Term of Agreement

An agreement designating an employer-of-record for CRWDB staff shall be for a term of not more than twelve (12) months and shall include a caveat noting the term of the agreement is contingent upon continued availability of funding under the Workforce Innovation and Opportunity Act (WIOA). There shall be no limit to the number of terms for which an employer-of-record may be engaged. However, a review of qualifying employer-entities within the Crater Region, using the above stated criteria, may be performed prior to re-engaging an employer-of-record in order to ensure said employer continues to be the most appropriate choice for Board staff and the CRWDB.

CRWDB Responsibilities in Support of the Agreement

Human Resources Activities - CRWDB will designate a staff member to serve as the Board-staff's liaison to the employer-of-record's Human Resources (HR) Department. The Board's liaison will be the Board-staff's first point of contact for HR-related activities. If/as necessary, the liaison will facilitate direct contact between the Board-staff and the employer-of-record's HR staff.

Personnel policies - CRWDB shall develop/maintain appropriate personnel policies/procedures in addition to, and in support of, those of the employer-of-record. In any instance where the personnel policies of CRWDB are in conflict with those of the employer-of-record, the personal policies of the employer-of-record shall take precedence.

Equal Employment Opportunity Officer/Policy - CRWDB shall designate/maintain an Equal Employment Opportunity Officer and supporting policies/procedures for Board staff.

Grievance Policy - CRWDB shall develop/maintain a Board Grievance Policy/procedure for Board staff.

Supporting documentation - CRWDB shall develop/maintain and follow internal policies/procedures appropriate to ensure the timely provision of any/all supporting documentation necessary for the employer-of-record to provide the services outlined in the agreement, i.e. employee time sheets, leave requests, new-employee-packet forms, etc.

Employer of Record Reimbursement - CRWDB shall develop/maintain the appropriate policies/procedures by which to, in accordance with the agreement and in a timely manner, reimburse the employer-of-record for all applicable payroll-disbursements, employee benefits costs, and approved associated fees.