Section Employees and Independent Contractors

Sections may only hire newsletter editors, web site designers, law clerks, and other persons to assist with section projects with the approval of the OSB Executive Director (OSB Bylaw 15.5). Any time a section wants to retain an independent contractor or employee, section leadership should reach out to General Counsel for support and assistance.

Law clerks and other personnel who will be working under the supervision and direction of a section member are generally considered employees and need to be added to the bar’s payroll as temporary employees. The forms that must be completed before a temporary employee can be hired are indicated below. The Human Resources manager is available to assist you in this regard. She can be reached at (503) 620-0222, Ext. 401.

All oral or written independent contractor agreements must be approved by the Executive Director or her designee. Newsletter editors and web site designers and managers are generally independent contractors under the standard established in ORS 670.600. The bar has an independent contractor agreement template that can be tailored to meet any special circumstances. Sections must have a written contract in place before an independent contractor starts work.

Bar policy provides that payment to independent contractors cannot be made if there is not an independent contractor agreement in place. Please email General Counsel Nik Chourey at nchourey@osbar.org if your section would like to enter into an independent contractor agreement or if you have questions about section employees.

Thank you for your cooperation in this important area.

Hiring and Payroll Procedures for Temporary Employees

1. Determine if the person should be hired as an employee as opposed to being put on a contract as an independent contractor. Email Nik Chourey at nchourey@osbar.org with questions.

2. If the person is an employee, the section chair should contact the bar’s Controller at Ext. 305. Since the person will become a temporary employee of the bar the following forms must be completed by the employee and/or the section chair:

   a. Personnel Action Notice for Section Temporary Employees (authorization and information provided by the section)

   b. Form W-4 (required IRS tax withholding information)

   c. Form I-9 (Employment eligibility verification required by Immigration and Naturalization Service)

   d. Timesheet (for the employee to record hours worked)

3. The new employee completes the W-4 and I-9 forms. The supervising attorney reviews the required documents and signs the certification on the I-9 form. Both documents must be completed prior to the start of work and then forwarded to OSB Payroll.

4. The employee completes an OSB timesheet to show all dates and hours worked. The signed timesheet is sent to the section’s treasurer for approval, (the employee should retain a copy for the employee’s records.)

5. The section treasurer signs the timesheet and forwards it to OSB Payroll.
6. The approved timesheet will be processed in the next payroll period after which it was received.

7. The paycheck will have payroll taxes withheld at the rate designated for a bi-weekly payroll and based on the number of exemptions indicated on the employee’s W-4 form.

8. Paychecks are mailed to the employee unless the employee directs the check be held for pickup.

9. Each personnel action notice is in effect for six months unless a shorter authorized duration is specified.

10. Any change in the rate being paid requires a new Personnel Action Notice specifying the new rate.

11. Any questions regarding payroll processing may be directed to the Controller at Ext. 305.