

ACSA Region Employment

This toolkit is designed to provide context surrounding the employment relationship of paid ACSA region staff and serve as a resource for both region leaders and employees. ACSA serves as the employer of record, assuming responsibility for legal compliance for recordkeeping, payment of wages and tax filings, mandated training and required notices, among others. Beyond these administrative activities, region leaders are the decision makers for hiring, compensation and directing the priorities for their employees.

Employment Classification

Historically there was a time in which the California employment landscape allowed some flexibility in whether an employer classified a worker as an employee vs. an independent contractor. Prior to 2020, ACSA deferred to each region's preference when engaging paid staff, resulting in a mix of employees and independent consultants performing roles of Region Consultants and other positions such as Treasurers, Communications Coordinators etc. However, with the passing of legislation in 2019, specifically [AB 5](#), the law is very clear about the requirements that must be met in order to qualify as an independent consultant.

As a result of this new law, which took effect January 1, 2020, ACSA transitioned independent consultants tasked with ongoing responsibilities directly related to the nature of region operations to employees.

Part-time Status

Due to the part time nature of the role and the minimum salary threshold required to meet overtime exemptions in California, region staff are classified as non-exempt. For ACSA's part-time field staff, which generally covers employees working within regions, as well as Membership Recruiters and Legal Advocates, the average hours worked may not exceed 19.5 biweekly or an aggregate of 520 hours in ACSA's fiscal year, which runs July through June. Accordingly, as hourly employees, they will [report their hours](#) worked at the end of each [biweekly pay period](#) within ACSA's online timekeeping system in order for ACSA to generate their paycheck.

Compensation

Region wages are established between region leadership and the staff they employ. Wages and corresponding payroll taxes are charged to regions through membership rebates. When determining compensation rates, region leaders should use their annual budget and prior year financials to guide their wage budget. Additional factors to consider include travel time and resulting overtime for attending events.

Due to the unforeseen nature of the work demands and the hourly classification of employment, regions are responsible for determining an hourly rate and overall annual budget with the understanding that the annual budget is somewhat of an estimate. If region leaders and staff underestimate the number of hours needed over the course of the fiscal year, they should collaborate on whether it's appropriate to exceed the wage budget or reduce hours through the remaining fiscal year. Alternatively, if region leaders and staff overestimated the number of hours to be worked over the fiscal year, ACSA will prepare a true-up calculation following the last payroll of the fiscal year. This true-up will be paid to the ACSA region staffer in the form of additional compensation to ensure they receive the minimum annualized compensation mutually agreed to for the applicable fiscal year between a region employee and region leadership.

Compensation rates will continue each subsequent fiscal year unless the region notifies the Human Resource department of its desire to make adjustments.

Expense Reimbursement

The region is responsible for provisioning equipment and reimbursing staff expenses incurred to carry out business activities. Reimbursement procedures and practices specific to each region should be discussed between parties in advance. Mileage is reimbursable at the IRS rate per mile currently in effect.

Onboarding

Upon an offer of employment, region leadership should notify the ACSA Human Resource department in writing of the new employee's contact information, future start date, hourly compensation and annual budgeted salary. ACSA will use this information to generate an [offer letter](#) and schedule a virtual onboarding meeting to complete new hire paperwork and provide an overview of the timekeeping system and other ACSA resources and responsibilities. Regions are not authorized to enter into an employment contract. ACSA is an at-will employer and no oral or written representations may be considered a contract for any specific period of time.

Job Description

Priorities and tasks are determined at the region level. ACSA may be able to share examples of job descriptions for Region Consultants, Treasurers, Communication Specialists and Administrative Assistants as a starting point upon request.

Additional Resources

The following ACSA resources may be found on our website under [About Us](#):

[Regions & Charters](#)

[Committees & Councils](#)

[Leadership Directory](#)

[Executive Director](#)

[Strategic Plan](#)

[Awards Program](#)

[Policies and Procedures Manual](#)

[ACSA Bylaws](#)