

Operations Manager – Independent Contract began August 28, 2017

Initial contract: \$14,000 annual salary with an expectation of averaging 10 hours per week

As an independent contractor, I receive a 1099 statement of income and am responsible for paying 100% of Social Security, Medicare and self submitting all tax obligations. No benefits, no workers comp nor unemployment insurance are included in the contract.

$$\begin{aligned} \$14,000 / 52 \text{ weeks} &= \$269.23 \text{ per week} \\ \$269.23 / 10 \text{ hours (avg.)} &= \$26.92 \text{ per hour} \end{aligned}$$

Update and New Proposal

Since my first day, I have been performing many duties beyond the scope of the Operations Manager job description. The tasks I have undertaken are crucial for the future of the organization. In addition to maintaining the operations of the Chorale, I am engaged in the effort to restructure the Chorale's operations by creating and implementing systems that are necessary for a healthy and sustainable organization. As you are aware, I am averaging 20 hours per week to accomplish this transition.

I am now requesting to be paid hourly for the work I am doing. I request a pay rate consistent with the terms of my initial contract, shown above, which works out to \$27.00 per hour. In keeping with the agreement Carol Bechtel and I made for a three month job review as part of the terms of my employment, I request that this change be effective as of November 28, which is three months after my start date. I am paid monthly and my next check will be issued Dec. 31 for work done in December.

I am confident that the Chorale will continue to benefit from my effort to improve the functioning of the organization through the conclusion of this performance season. That may mean an average of 15-20 hours per week through May 2018. If things progress quickly, I will work fewer hours. In addition, the Board may decide to place a cap on my hours, to which I suggest a cap at 80 hours a month. Come June, I am hopeful that the planning, training, and creation of procedures and timelines will be in place and the additional hours will no longer be needed.

$$\begin{aligned} \text{Maximum 20 hours per week} \times \$27.00 \text{ per hour} &= \$540 \text{ per week} \\ \$540 \text{ per week} \times 26 \text{ weeks (Dec. 2017 – May 2018)} &= \$14,040 \end{aligned}$$

Total cost for "enhanced" Operations Manager for current Fiscal Year ending 6/30/18

Paid to date, 3 months' salary =	\$ 3,500
Proposed 6 month maximum =	\$14,040
June at 10 hours week avg. =	<u>\$ 1,080</u>
Total	\$18,620
Budgeted	\$15,000
Difference	\$ 3,620