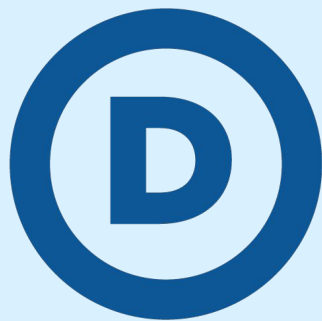




HIRING YOUR TEAM

Comesha Cunningham, Corey
Pellington, Andrew Whitley



COREY PELLINGTON

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HIRING TIMELINE

→ Set quantifiable Goals and Objectives

- **PRE-PHASE 1:** February → May
- **PHASE 1:** June → August
- **PHASE 2:** August → September
- **PHASE 3:** October → November/December

→ Understand Needs vs. Wants

- **What is the priority for each phase?**
- **What staff is required to reach that objective?**
- **What liabilities do you need to incur to reach those objectives?**



HIRING TIMELINE

Phase	Tentative Start Date	Role	How many		Phase	Tentative Start Date	Role	How many	
Pre-Phase 1	March	Campaign Manager	1		Phase 2	July	Organizers - Wave 1	2	
TOTAL Pre-Phase			1		TOTAL Phase 2			2	
Phase 1	May	Finance Director	1		Phase 3	August	Organizers - Wave 2	2	
Phase 1	June	Organizing Director	1		Phase 3	September	Organizers - Wave 3	1	
Phase 1	June	Research Associate	1		Phase 3	October	Paid Canvassers	3	
TOTAL Phase 1			3		TOTAL Phase 3			6	
Total Staffing Wants 12									



THE TRUE COST OF HIRING

→ What costs are associated with your staff positions and when?

Employer taxes →

Social Security, Medicare, FUTA, SUI, Worker's Comp.

Employer Benefits →

Healthcare, cell phone stipend, travel stipend

Database and/or Subscription services →

Email, NGP/VAN, phone plans, internet

Fixed vs. variable costs →

Travel Stipend vs. Mileage Reimbursement

Rate Calculations			
TOTAL POSITIONS			1
Payroll (monthly)			\$2,000.00
Social Security/Medicare	0.08		\$160.00
Fed Unemployment (FUTA)	0.008		\$16.00
State Unemployment (SUI)	0.04979		\$99.58
Worker's Compensation	0.01		\$20.00
Health Care	\$400.00		\$400.00
Other Costs	\$125.00		\$125.00
TOTAL without Healthcare			\$2,420.58
TOTAL with Healthcare			\$2,820.58



Exempt vs. Non-exempt Staff

- Do you need a time clock?
- What solution requires the least overhead?
- Organizers vs. Paid Canvass

Rate Calculations			
TOTAL POSITIONS			1
	Hourly Rate	Hours	
Straight Time	15	40.00	\$2,400.00
Over-time	22.5	0.00	\$0.00
Payroll (monthly)			\$2,400.00
Social Security/Medicare		0.08	\$192.00
Fed Unemployment (FUTA)		0.008	\$19.20
State Unemployment (SUI)		0.04979	\$119.50
Worker's Compensation		0.01	\$24.00
Health Care		\$400.00	\$400.00
Other Costs		\$125.00	\$125.00
TOTAL without Healthcare			\$2,879.70
TOTAL with Healthcare			\$3,279.70



HIRING TIMELINE BY THE NUMBERS

	Gross	Est. Monthly Overhead	Est. Monthly Overhead
Campaign Manager	\$5,000	\$5,800	\$6,200
Finance Director	\$4,000	\$4,700	\$5,100
Organizing Director	\$4,000	\$5,100	\$5,100
Research Associate	\$2,500	\$3,000	\$3,400
Organizer	\$2,500	\$3,000	\$3,400
Paid Canvasser	\$15 per hour	\$0	\$3,000+

	Pre-Phase 1	Phase 1	Phase 2	Phase 3	Low	High
Campaign Manager	1	1	1	1	\$63,800.00	\$68,200.00
Finance Director	0	1	1	1	\$47,000	\$51,000
Organizing Director	0	1	1	1	\$51,000	\$51,000
Research Associate	0	1	1	1	\$30,000	\$34,000
Organizer	0	0	2	5	\$15,000	\$17,000
Paid Canvasser	0	0	0	3	\$4,320.00	\$21,600.00
TOTAL	\$23,200-\$24,800	\$37,200 - \$39,600	\$43,200 - \$46,400	\$47,520-\$68,000	\$211,120.00	\$242,800.00



ANDREW WHITLEY

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HOW TO PRIORITIZE STAFFING

- What is the scope and size of the office you're running for?
- What is your budget? HINT: if you don't know, you can look back at past candidate's campaigns.
- Assessing your immediate needs versus long term needs. (And incorporating them into your hiring timeline.)



WHO DO YOU NEED ON YOUR TEAM?

- Needs vs. Capacity
- Does your staff look like your district and meet the needs of your district?
- Someone that can tell you “no”.



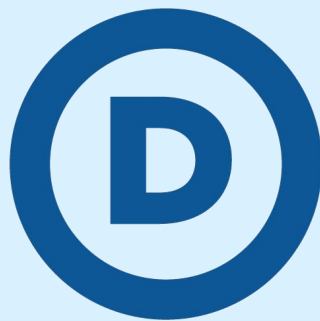
WHAT TO LOOK FOR IN A CAMPAIGN MANAGER

- What are the needs of your campaign? Do you need someone who is strong in field? Someone strong on finance? Community ties?
- Somebody who has the clear ability to manage you as a candidate and manage a team of people
- Someone who you are comfortable with and someone you trust (and will listen to).



WHAT CAN VOLUNTEERS SUPPLEMENT

- Depending on the size and scope of the campaigns volunteer roles can range from campaign manager to a canvasser
- Kitchen Cabinet (with clear lines of authority & rules)
- No matter what, you're greatest need will be boots on the ground and people willing to fold into field when the time comes.



COMESHA CUNNINGHAM

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HR Compliance Considerations

→ Employer Liabilities

- ◆ Income Tax| Unemployment Tax| Workers Compensation

→ EEOC

- ◆ Use an EEOC Statement
- ◆ Providing reasonable accommodations for applicants and employees with disabilities

→ Payroll & Pay Policies

- ◆ Quickbooks, Accountant, Payroll Services
- ◆ Determine Pay Levels (Attract & Retain)

→ Federal and State Employment Law Posters



Hiring Process

- Develop accurate job descriptions
- What is your process (well-defined)?
 - ◆ Application (online or paper & proper storage)
 - ◆ Recruitment Practices & Sources for Hiring
 - ◆ Interview Standards (inadvertently discriminates)
 - ◆ Use of background checks, references (adverse impact)
- Standard Offer Letters



Onboarding

- Proper new hire documents and state required notifications/forms
 - ◆ AZ, CA, MA, MD, NY, PA, WA
- Set New Hire up for Success
- Tools, Equipment & Training



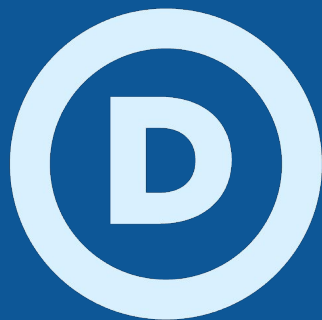
Post Election Cycle

- Terminations (What's required in your state?)
- Unemployment Claims
- Retain Employment Records



Tools & Resources

- [Hiring Process Sample](#)
- Workplace Labor Posters [Federal](#) and [State](#)
- [Termination Laws by State](#)
- [Records Retention Guide](#)
- [Sexual Harassment Guide](#)



QUESTIONS?

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