

APPENDIX V

Region 7AA Part-time Employment Contract

Minnesota State High School League – Region 7AA
 Tom Lenarz, Executive Secretary Treasurer, 1123 Summit Ave., Cloquet, MN 55720
 Email: tlenarz@isd94.org Office: 218-879-3328 ext. 2103 Cell: 218-391-4434

Date	
Name	
Address	
City, State, Zip	

As a result of a recent Internal Revenue Service rule interpretation, effective January 1, 2014, your position must be considered a temporary, part-time employee of the Minnesota State High School League/Region 7AA for purposes of FICA, State and Federal tax withholdings. Formerly, as an independent contractor, you were subject to 15.3 percent FICA taxes plus applicable Federal and State income taxes when you reported that income. Now, the MSHSL/Region 7AA will be withholding the FICA taxes at only 7.65 percent plus applicable Federal and State income taxes.

The MSHSL/Region 7AA is very pleased to extend and offer of employment as a temporary, part-time position. There are no other benefits. The duties and responsibilities for you as the employee are identified below.

DATE	ACTIVITY	ASSIGNMENT	SET FEE

As a temporary, part-time employee, you will not be eligible to participate in any fringe benefit or retirement plans.

Your employment is contingent upon receipt of proof of your employment authorization to work in the U.S. This can be met by sending a copy of: one document from List A of accepted documents; or one document from List B and one document from List C (see enclosed lists). Federal law requires the MSHSL/Region 7AA to examine this documentation and complete the I-9 form. Go to www.uscis.gov/i-9 for complete instructions.

Also enclosed is a federal W-4 form. Failure to provide a properly completed W-4 form will cause withholdings to be made at the maximum level. Please return the completed I-9 and W-4 documents to the MSHSL/Region 7AA address at the top of this document, to the attention of Douglas L. MacIver, Executive Secretary Region 7AA.

Your temporary, part-time employment with MSHSL/Region 7AA is “at will” which means that either you or the MSHSL/Region 7AA may terminate the relationship at any time, with or without cause or notice. Your employment is for no definite term, regardless of any other oral or written statement by any MSHSL/Region 7AA representative.

Sincerely, Tom Lenarz
 Tom Lenarz, Executive Secretary, Region 7AA

Your acceptance of this offer is confirmed by your signature and the return of this form.

Signature		Date	
X	I-9, W-4, and copies of the required documents for I-9 have been previously submitted to Region 7AA		