

Classifying Workers - Video Script and Storyboard

Purpose: This video is an introduction to a learning module on properly identifying workers. The purpose is to provide an overview of key information in the module and establish the reason for the learning.

Scene	Transcript	Images	On-Screen Text
1	Begin background music 2 seconds without narration	Video: HR worker looking at papers	Identifying Workers
2	One of the key responsibilities of your role in human resources is determining if work is being completed by an employee, a contractor, or a vendor.	Continue video from previous slide	
3	Why is that so important?	Video: writing Why?	
4	It's important because our company uses the services of all three categories and improper classification can have legal and financial consequences.	Professionals reviewing paperwork	
5	In your role, you need to know which types of tax forms to use and whether taxes should be withheld from the worker's pay. A mistake could result not only in paying back underpaid taxes, but also have extensive penalties.	Video of tax forms	Tax Implications
6	This could result in thousands and thousands of dollars in legal fees!	Video: Money counting machine - lots of money	
7	The correct classification is important to determine whether the worker is entitled to certain protections and benefits, such as minimum wage, health insurance, time off, or retirement contributions.	4 images: Minimum wage/time clock Doctor visit Vacationing family Retired couple	Worker Protection and Benefits

Scene	Transcript	Images	On-Screen Text
8	A mistake harms the worker who doesn't receive these benefits, but could also result in fines and legal action from state and federal regulatory agencies.	Video: workers in warehouse Image of lawyers/regulatory officials	Legal Issues
9	At our company, we strive to treat all workers fairly.	Video: workers shaking hands	
10	A lawsuit can cause significant damage to our reputation.	Image: lawyer with lawsuit paperwork	
11	Our corporate offices include executive, management, and operational staff.	Video: Board presentation (business dress)	Many Types of Workers
12	Some of these are permanent positions, but others may be on temporary contracts, such as a project manager or graphic artist.	Video: Office workers collaborating (business casual dress) 2 Images Project manager Graphic Artist	
13	Some administrative staff might be temporarily working to fill in while a team member is on family and medical leave.	Image: Administrative staff	
14	In our retail stores, we have full-time, part-time, and seasonal associates.	Images: Retail employee helping customer with appliance Retail employees near check out counter	
15	Are each of these classified the same?	Video: person with questioning expression/thinking?	Are each of these classified the same?

Scene	Transcript	Images	On-Screen Text
16	What about the workers who we send to deliver and install carpet, appliances, or provide other specialty services? How are these workers classified?	Images: Worker installing carpet Worker delivering appliance Working repairing appliance	How are these workers classified?
17	In this course, you will learn the criteria used to determine whether each of these workers is an employee, contractor, or vendor.	Video: workers in warehouse Images: Sales associate helping customer Office workers with computers Video: worker rolling carpet	
18	You will also learn about the tax and benefits status of each; and the penalties that could result if you make the wrong classification.	Video: tax forms (W-9)	
19	Let's get started! (End 2 seconds without narration)	Video: Worker at computer	Let's get started!

Note: Include transitions between key scenes and fade transitions between images.