

EMPLOYEE/INDEPENDENT CONTRACTOR CLASSIFICATION CHECKLIST

PURPOSE: DIFFERENTIATE EMPLOYEES AND INDEPENDENT CONTRACTORS

DIRECTIONS: Complete Section I, Section II, Section III (if necessary) and signature block.

I. _____
 (Individual's Name) (Social Security Number)

Department _____ Supervisor _____
 (Name)

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| II. Multiple Relationships with the College | YES | NO |
| A. Does this individual currently work for the College as an employee? | _____ | _____ |
| B. Is it currently expected that the College will hire this individual as an Employee immediately following the end of his or her independent contractor/consulting services? | _____ | _____ |
| C. During the 12 months prior to the date on which the independent contractor/consulting services commenced, did the individual have an official College appointment (including temporary) and provide the same or similar services? | _____ | _____ |

If the answer is "YES" to any of these three questions, the individual should be classified as an Employee and paid through Human Resources (267-4816).

If the answer is "NO" to all questions, proceed to the questions in Section III.

III. Classification Guidelines (Complete only one of III: A., B., or C., depending on the services performed by the individual)

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| A. TEACHER/LECTURER/INSTRUCTOR | YES | NO |
| 1. Is the individual performing "contractual teaching services" (e.g., one time presentation of not greater than seven calendar days)? | _____ | _____ |
| 2. a. Is the individual teaching a course for which students will NOT receive credit toward a College degree? | | (Go to #2) |
| b. Does the Individual provide the same or similar services to other entities or the general public as part of a trade or business? | _____ | _____ |

If the answer to both questions 2(a) and 2(b) is "YES", then treat the individual as an independent contractor.

If the answer to either questions 2(a) and 2(b) is "NO", then go to question #3.

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| 3. In performing instructional duties, will the individual primarily use course materials that are created or selected by the individual? | _____ | _____ |
| | Treat as in ind. contractor | Treat as an employee |

B. RESEARCHER

Researchers hired to perform services for a College department are presumed to be employees of the College. If however, the researcher collaborates on research with a particular College professor or employee, please indicate which of the following relationships is applicable by placing a check mark in the appropriate blank.

Relationship #1:	The individual will perform research for a College professor or employee under an arrangement whereby the College professor or employee serves in a supervisory capacity (i.e., the individual will be working under the direction of the College professor or employee).	#1 _____	Treat as an employee
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Relationship #2:	The individual will serve in an advisory or consulting capacity with a College professor or employee (i.e., to work out specific research problems of short term duration).	#2 _____	Treat as an independent contractor
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| C. INDIVIDUALS NOT COVERED UNER SECTIONS III, A OR B. | YES | NO |
| 1. Does the individual provide the same or similar services to other entities or to the general public as part of a trade or business? | _____ | _____ |
| | Treat as an ind. contractor | Go To #2 |
| 2. Will the department provide the Individual with specific instructions regarding performances of the required work rather than rely on the individuals expertise? | _____ | _____ |
| | Treat as an employee | Go to #3 |
| 3. Will the College set the number of hours and/or days of the week that the individual is required to work rather than rely on the Individuals expertise? | _____ | _____ |
| | Treat as an employee | Treat as an ind. contractor |

SIGNATURE: _____
 DEPARTMENT CHAIR

DATE: _____