

INDEPENDENT CONTRACTOR VS. EMPLOYEE WORKSHEET

Individual performing work for Humboldt State University (University) must be properly classified and paid to ensure compliance with state and federal laws, CSU policies and collective bargaining agreements. This worksheet is to be completed and submitted by the department requesting that an individual (versus a company) perform work or services for the University.

Name: _____

Yes	No	Question
<input type="checkbox"/>	<input type="checkbox"/>	1. Will the worker be required to comply with the University-provided instruction about when, where and how to work?
<input type="checkbox"/>	<input type="checkbox"/>	2. Will the worker be provided with instructions/training by the University regarding the particular method or manner by which the work is to be performed?
<input type="checkbox"/>	<input type="checkbox"/>	3. Is the work to be performed a regular part of University business/work?
<input type="checkbox"/>	<input type="checkbox"/>	4. Will the worker be required to perform the work himself/herself? (As opposed to assigning the work or part of the work or part of the work to an assistant)
<input type="checkbox"/>	<input type="checkbox"/>	5. Will the worker be hiring or supervising University employees?
<input type="checkbox"/>	<input type="checkbox"/>	6. Will the worker and the University have a continuing relationship?
If the majority of the answers to questions 1-6 are yes, the worker should be hired as an EMPLOYEE		
<input type="checkbox"/>	<input type="checkbox"/>	7. Will the worker be able to hire and pay his/her own assistants?
<input type="checkbox"/>	<input type="checkbox"/>	8. Does the worker offer similar services to others as a part of his/her own business?
<input type="checkbox"/>	<input type="checkbox"/>	9. Will the worker be allowed to work concurrently for other employers while working for the University?
<input type="checkbox"/>	<input type="checkbox"/>	10. Will the worker be able set his/her own hours and priorities?
<input type="checkbox"/>	<input type="checkbox"/>	11. Will the worker be hired and paid to complete one specific job/project for the University?
<input type="checkbox"/>	<input type="checkbox"/>	12. Will the worker provide his/her own tools?
If the majority of the answers to questions 7-12 are yes, the worker should be hired as an INDEPENDENT CONTRACTOR		

If the answers to questions above support hiring the individual as an employee (special consultant or other appropriate classification), submit appropriate hiring documents with this form to Human Resources at Siemens Hall 212.

If answers to questions above support hiring the individual as an independent contractor, enter a requisition into Peoplesoft and forward this form (with requisition number noted) to Contracts & Procurement at SBSB 311.

If the answers to the questions above do not clearly define whether the individual should be an employee or an independent contractor, please contact Human Resources at ext 3626.

Yes	No	Question
<input type="checkbox"/>	<input type="checkbox"/>	Is individual an employee of this or any other CSU campus?

If yes, name campus: _____

Provide other pertinent information as necessary:

Department/Division Head Signature: _____ Date: _____