

WORKSHEET

INDEPENDENT CONTRACTOR VS EMPLOYEE

To determine whether a person should be classified and paid as an Employee or as an Independent Contractor, answer the following questions and include this worksheet with the paperwork that you submit to the Contracting Office or the Human Resources Office.

Yes No

- 1. Will the worker be required to comply with instructions about when, where, and how to work?
- 2. Will the worker be provided with instructions/training regarding the particular method or manner by which the work is to be performed?
- 3. Is the work to be performed a regular part of University business/work?
- 4. Will the worker be required to perform the work himself/herself?
(As opposed to assigning the work or part of the work to an assistant.)
- 5. Will the worker be hiring or supervising CSU, Chico employees?
- 6. Will the worker and CSU, Chico have a continuing relationship?
- 7. Will the worker be able to hire and pay his/her own assistants?
- 8. Does the worker offer similar services to others as a part of his/her own business?
- 9. Will the worker be allowed to work concurrently for other employers while working for CSU, Chico?
- 10. Will the worker be able to set his/her own hours and priorities?
- 11. Will the worker be hired and paid to complete one specific job/project?
- 12. Will the worker provide his/her own tools?

INSTRUCTIONS:

- 1. If the majority of the answers to questions **1-6 are yes** (and the majority of the answers to questions 7-12 are no) the worker should be hired as an **employee** (Special Consultant or other appropriate classification) and paid through the Payroll System.
- 2. If the majority of the answers to questions **1-6 are no** (and the majority of the answers to questions 7-12 are yes) the worker can be paid as an **Independent Contractor** through the Contracting process.

Department/Division Head Signature: _____