

## Employee or Independent Contractor?

The answers to the following questions will help us make the determination of whether an individual is an employee or independent contractor. Please complete as many items as you can.

	True	False
1. Worker is required to comply with specific work instructions given by the District.	_____	_____
2. Worker needs to be trained by the District.	_____	_____
3. Worker's tasks are an integral part of normal District operations.	_____	_____
4. Worker's services are personally rendered and are not delegated or subcontracted.	_____	_____
5. District is responsible for hiring, paying or supervising worker's assistants.	_____	_____
6. Worker has a continuing business relationship with the District.	_____	_____
7. Worker's hours are determined by the District.	_____	_____
8. Worker must devote substantially full-time efforts to the District's operations.	_____	_____
9. Work is performed on the District's premises.	_____	_____
10. Worker's services conform to order or sequence set by the District.	_____	_____
11. Worker is required to submit regular oral or written reports.	_____	_____
12. Worker's payment is based on time spent instead of by the job.	_____	_____
13. The District pays for travel and business expenses.	_____	_____
14. The District furnishes tools, materials and other equipment.	_____	_____
15. Worker is subject to discharge even if job requirements are satisfied.	_____	_____
16. Worker can terminate relationship with the District without incurring any liability.	_____	_____
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17. Worker is working for more than one organization at a time.	_____	_____
18. Worker makes services available to the general public.	_____	_____
19. Worker has invested significantly in this line of work (cash, equip, mat'ls, time, etc.).	_____	_____
20. This line of work accounts for a significant portion of worker's income.	_____	_____

Signed By: \_\_\_\_\_  
Contractor Signature

Date: \_\_\_\_\_

Verified By: \_\_\_\_\_  
Fiscal Services

Date: \_\_\_\_\_

**SEND THIS COMPLETED FORM TO: Wanda Tigard, Accounting Supervisor, Fiscal Services**