**Determination of Worker Status**

**INDEPENDENT CONTRACTOR vs. EMPLOYEE WORKSHEET**

To determine whether an individual should be classified and paid as an employee (Special Consultant) or as an Independent Contractor, please answer the following questions and include this worksheet with the paperwork that you submit either to Faculty Affairs/Human Resources Programs or Procurement along with the appropriate forms.

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| --- | --- |
| Individual's Name |  |

l. \_\_\_ Will the individual be required to comply with instructions about when, where and how to work?

2. \_\_\_ Will the individual be given instructions/training regarding the particular method or manner by which the work is to be performed?

3. \_\_\_ Is the service provided by the individual a regular part of University business/work?

4. \_\_\_ Is the individual required to perform the work himself/herself (as opposed to assigning the work or part of the work to an assistant)?

5. \_\_\_ Will the individual be hiring or supervising CSUCI employees?

6. \_\_\_ Will the individual and CSUCI have a continuing relationship?

7. \_\_\_ Will the individual be able to hire and pay his/her assistant?

8. \_\_\_ Does the individual offer similar service to others as part of his/her own business?

9. \_\_\_ Will the individual be allowed to work concurrently for other employers while working for CSUCI?

10.\_\_\_ Will the individual be able to set his/her own hours and priorities?

11. \_\_\_ Will the individual be hired and paid to complete one specific job/project?

12. \_\_\_ Will the individuals provide his/her own tools? (consultant will provide own tools such as laptop, email, vehicle, cell phone, office supplies, etc. to carry out the work)

If the majority of the answers to questions #1-6 are yes and the majority of the answers of questions #7 -12 are no, the individual should be hired as an employee (either in an appropriate CSU classification or as a Special Consultant) and paid through the payroll system.

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 individual can be hired as an Independent Contractor through the purchasing process.

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| Appropriate Administrator Signature: |  | Date: |
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