



## College Checklist: Employee v. Independent Contractor

### Part I Worker Information

Name: \_\_\_\_\_ DBA (if applicable) \_\_\_\_\_

Description of Services: \_\_\_\_\_

### Part II Facts To Consider

Instruction: (check all that apply)	Yes	No
1. Will you provide supervisory instruction about how the work is to be done?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will you provide training to the individual?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will you require the individual to perform the services personally?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will Smith College establish the hours of work?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will Smith College require the services full-time?	<input type="checkbox"/>	<input type="checkbox"/>
6. Will the work be performed on Smith College's premises?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will Smith College require progress reports on a regular basis?	<input type="checkbox"/>	<input type="checkbox"/>
Finances: (check all that apply)	Yes	No
8. Will the contract be based on hourly, weekly, or monthly rate?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will Smith College pay the individual's business and/or traveling expenses?	<input type="checkbox"/>	<input type="checkbox"/>
10. Will Smith College furnish equipment, materials, tools, and/or supplies?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will Smith College provide office space?	<input type="checkbox"/>	<input type="checkbox"/>
Relationship: (check all that apply)	Yes	No
12. Does the individual work for more than one customer at a time?	<input type="checkbox"/>	<input type="checkbox"/>
13. Does the individual make his/her services available to others?	<input type="checkbox"/>	<input type="checkbox"/>
14. Does Smith College have the right to end its relationship with the individual at any time without penalty?	<input type="checkbox"/>	<input type="checkbox"/>
15. Does the individual have the right to end his/her relationship with Smith College at any time without penalty?	<input type="checkbox"/>	<input type="checkbox"/>
16. Does Smith College anticipate a continuing relationship beyond a single project?	<input type="checkbox"/>	<input type="checkbox"/>
17. Will you integrate the individual's services into your daily operations by providing e-mail accounts and requiring attendance at meetings?	<input type="checkbox"/>	<input type="checkbox"/>
18. Does Smith College currently employ individuals who perform similar work? (contact HR if unsure)	<input type="checkbox"/>	<input type="checkbox"/>
19. Does the individual maintain an office outside Smith College?	<input type="checkbox"/>	<input type="checkbox"/>
20. Are the individual's services essential or incidental to your department?	<input type="checkbox"/>	<input type="checkbox"/>

### Part III Departmental Signature

Signature: \_\_\_\_\_

Name (print) \_\_\_\_\_

Department: \_\_\_\_\_

### Part IV Controller's Office Classification Determination

Employee  Independent Contractor

Controller's Office staff signature, date and extension \_\_\_\_\_

**This form should be completed by departments or hiring managers and submitted to the Controller's Office. For more information, please refer to the Procedure section of the Worker Classification Policy on the Controller's Office web site.**