

**FINANCIAL AND ADMINISTRATIVE POLICY SYS- 236
UTILIZATION OF INDEPENDENT CONTRACTORS
APPENDIX 1**

EMPLOYEE/INDEPENDENT CONTRACTOR DETERMINATION QUESTIONNAIRE

I. Please print all information

_____	_____	
Individual's Name	Social Security Number	
_____	_____	_____
Department	Form Preparer	Phone Number

II. Current Relationships with the University

Does this individual currently work for the University as an employee? Yes Treat as an employee
 No Go to Section III

III. Classification Guidelines (Complete only ONE of A, B, or C, depending on the services performed by the individual.)

A. Teacher/Lecturer/Instructor

1. Is the individual a "guest lecturer" (e.g., an individual who lectures at only one or two class sessions during the semester)? Yes Treat as an ind. contractor
 No Go to #2
2. Is the individual the primary instructor of a course, be it for college credit, continuing education credit, or noncredit? Yes Treat as an employee
 No Treat as an ind. contractor

B. Researcher

Researchers hired to perform services for a University department are presumed to be employees of the University. If, however, the researcher is hired to perform research for a particular University professor/doctor, please indicate which of the following relationships is applicable.

- Relationship #1:** The individual will perform research for a University professor/doctor under an arrangement whereby the University professor/doctor serves in a supervisory capacity (i.e., the individual will be working under the direction of the University professor/doctor). Treat as an employee
- Relationship #2:** The individual will serve in an advisory or consulting capacity with a University professor/doctor (i.e., the individual will be working with the University professor/doctor in a "collaboration between equals" type arrangement). Treat as an ind. contractor

C. Individuals Not Covered Under Teacher/Lecturer/Instructor/Researcher

1. Does the individual routinely provide the same or similar services to the general public as part of a continuing trade or business with the opportunity for profit or loss? Yes Go to #2
 No Go to 1a
 - 1a. Does the individual offer their services to the general public through advertising, solicitations, brokers, or other similar activities? Yes Go to #2
 No Go to 1b
 - 1b. Does the individual provide services under a registered or licensed business name? Yes Go to #2
 No Treat as an employee
2. Does the individual have a written contract for a specific period of time or to complete a specific result which also identifies the individual as an independent contractor for federal tax purposes? Yes Treat as an ind. contractor
 No Go to #3
3. Will the department provide this individual with specific instructions regarding performance of the required work rather than rely on the individual's expertise? Yes Treat as an employee
 No Go to #4
4. Will the University set the number of hours and/or days of the week that the individual is required to work, as opposed to allowing the individual to set own work schedule? Yes Treat as an employee
 No Treat as an ind. contractor