

INDEPENDENT CONTRACTOR/EMPLOYEE STATUS ASSESSMENT FORM

INDIVIDUAL NAME	
REQUESTED BY	_ TELEPHONE
AUTHORIZED BY	

This form is to be used whenever consideration is being made to contract for services with a person who may be considered an independent contractor.

The following situation gives rise to employee status and accordingly, the person cannot be hired as an independent contractor:

- 1. If the person is currently an employee of Lethbridge College (LC) for the purpose of the service specified;
- 2. If the individual is instructing a credit course;

As the employer, the following questions will assist in determining if a person should be considered an employee or an independent contractor. When further clarification or questions arise, please contact Human Resource Services, for additional criteria to assist in assessment of the individuals.

	CIRCLE EITHER YES OR NO FOR EACH	A. (Factors Favoring Employee Status)	B. (Factors Favoring Independent Status)
•	 Does LC provide training, supervision, or instruction on how (ie. Methods used) to complete the work? 	Yes	No
2	2. Is the individual to be paid on an hourly basis rather than in reference to a fee or completion of assignment basis?	Yes	No
3	3. Will you schedule or require specific hours of work for the individual?	Yes	No
4	4. Does the individual supervise directly or indirectly Lethbridge College staff?	Yes	No
ţ	5. Will you provide the majority of tools, materials and space for the individual to work?	Yes	No
(5. Does the individual perform services for an organization other than Lethbridge College?	No	Yes
7	7. Is the term of the assignment clearly limited in time, purpose and scope?	No	Yes
8	3. Do you direct and control the individual with respect to final result of the work and the manner and method by which the work will be done?	Yes	No
TOTAL RESPONSES CIRCLED			

If column "A" responses are greater than column "B" responses, this assessment favors an employee relationship and the normal Staffing Requisition process should be followed.

If column "B" responses are greater than column "A" responses, this assessment favors a contractor status. A Contract for Service is to be completed and forwarded to Accounts Payable PRIOR to commencement of work.

Please attach this completed form to either the Staffing Requisition or the Contract for Service.