



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

Table with 3 columns: Question, A. (Factors Favoring Employee Status), B. (Factors Favoring Independent Status). Contains 8 rows of assessment questions.

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.