

GUIDELINES TO DETERMINE "HOURLY EMPLOYEE" AND "INDEPENDENT CONTRACTOR"

PERSON IS AN HOURLY EMPLOYEE:

Works prescribed hours and employer determines work to be done and how, usually under someone's supervision.

Works at employer's office or premises with a set time in and out.

Does not offer his/her skills or services to public at large.

Employer furnishes tools and equipment.

Paid a salary or hourly wage.

Employer provides fringe benefits, such as sick days, hospitalization insurance, group insurance, paid vacations, etc.

Employer carries liability insurance upon him/her.

Employer furnishes assistants and determines when and how many are needed.

PERSON IS AN INDEPENDENT CONTRACTOR:

Works when he/she determines.

Works in own office or upon premises of employer at his/her own option.

Offers services to public or to other entities under his/her own terms and conditions.

Furnishes own tools and equipment.

Usually paid on a per job basis, often according to written contract.

Does not participate in fringe benefits extended to regular employees.

Carries own liability insurance.

Hires own assistants; determines their compensation; pays "wages" from his/her own resources.

NOTE: THIS GUIDELINE ONLY APPLIES WHEN THE PERSON BEING HIRED HAS NOT WORKED FOR THE DISTRICT WITHIN THE **SAME CALENDAR YEAR (JANUARY TO DECEMBER)**. CALL PURCHASING & BUSINESS SUPPORT SERVICES (994-2261) FOR ADDITIONAL INFORMATION AND CLARIFICATION.