**Classification as Employee or Independent Contractor Guide  
(Guide to Determine Method of Payment for Work Performed)**

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| **Employee — Payment for Work Performed**   * Complete this *Classification as Employee or Independent Contractor Guide* to determine employee classification and correct method of **payment for work performed**. * Direct any follow-up questions related to payment using the *Personnel Action* process with the Shoreline Community College (SCC) Human Resources team. * Submit completed hiring forms for new employee with the *Personnel Action* documents (signed by supervisor with budget authority) to Human Resources to initiate payment on appropriate pay date(s) for payroll periods during which work is performed.   **Independent Contractor — Payment for Services**   * Complete this *Classification as Employee or Independent Contractor Guide* to determine employee classification and correct method of **payment for services**. * Direct any follow-up questions related to payment using the *Non-Employee Agreement for Services* process to the SCC Human Resources team. * Before executing a formal agreement with a potential independent contractor, submit a DRAFT copy of the *Non-Employee Agreement for Services* contract along with this completed guide to the SCC Executive Director for Human Resources. |

**If the answer is Yes to any of questions 1-3 below, then stop here. The person is classified as an employee.**

1. Does the person currently work for Shoreline Community College (the “College”) as an employee?  
   Yes  No
2. Does the College anticipate hiring the person as an employee following completion of the services provided as an independent contractor?  
   Yes  No
3. Has the person been paid as an employee of the College within the past two years?  
   Yes  No

**If Answer is Yes to question 4 below, then stop here. The person is classified as independent contractor.**

1. Will the person serve only as a guest lecturer in a credit course and for no more than two class sessions during any one academic quarter?  
   Yes  No

**If the answer is Yes to any of questions 5-10 below, then stop here. The person is classified as an employee.**

1. Will the College provide the person with specific instructions or direction regarding performance of the required work (e.g., a specific work schedule or scope of work), rather than rely on the person’s expertise?  
   Yes  No
2. If the person is a performing artist, will the person perform under the direction of another person (e.g., a conductor or a director)?  
   Yes  No
3. Will the College provide the person with supplies and/or equipment in order to carry out the required work?  
   Yes  No
4. Will the College provide the person with office space in order to carry out the required work?  
   **NOTE:** Provision of space in a conference room for meetings with other persons is not considered *office space* within this definition.  
   Yes  No
5. Is the rate of compensation determined by a specific salary schedule or job classification?  
   Yes  No
6. Is the work substantially similar to work performed by any College employee covered by a collective bargaining agreement?  
   Yes  No

**If the answer is Yes to both questions 11 and 12, then stop here. The person is classified as an independent contractor.**

1. Does the person routinely provide the same or similar services to entities other than the College as part of a regular trade or business in which arrangements the person is classified by such entities as an independent contractor?  
   Yes  No
2. Does the person engage in entrepreneurial activities in an established business where there is a potential for profit and a risk of loss?  
   Yes  No

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| I certify that the answers above are true and correct to the best of my knowledge. |
| Print Name Signature Date |

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| **Executive Director for Human Resources** |
| Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |