

Independent Contractor Procedures / Checklist

Purpose

Many Imperial Valley College (IVC) departments regularly employ the services of individual(s) to perform varying services. These arrangements often raise questions on the status of the individual, such as 6KRXOG WKH\ EH FODVVLILHG DV DQ (PSOR\HH RU DQ,QGHSHQGHQW &RQW



Employee vs. Independent Contractor Checklist:

When contracting for services, you should use the following checklist to assist in determining whether the individual performing the services will be classified as an employee or as an independent contractor.

Checklist:

Has the individual been an employee (not as an independent contractor) of IVC in the last 12 months? Yes___ No___

Does IVC pay an employee(s) who performs essentially the same duties that are to be performed by this individual?

Yes___ No___

Has the individual previously been paid as an employee to perform essentially these same tasks? Yes___ No___

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