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| **Employee — Payment for Work Performed*** Complete this *Employee or Independent Contractor Guide* to determine employee classification and correct method of **payment for work performed**.
* 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.
* Direct any follow-up questions related to payment using the *Personnel Action* process with the Shoreline Community College Human Resources team.

**Independent Contractor — Payment for Services Provided*** Complete this *Employee or Independent Contractor Guide* to determine contractor/consultant 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 Human Resources team.
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**If the answer is yes to any of the questions below, the service provider is classified as an employee.**

1. Does the person currently work for Shoreline Community College (the “College”) as an employee?
Yes [ ]  No [ ]
2. Has the person been paid as an employee of the College within the past two years?
Yes [ ]  No [ ]
3. Does the College anticipate hiring the person as an employee following completion of the services provided?
Yes [ ]  No [ ]
4. Will the College provide the person with specific instructions or direction regarding performance of the required work (e.g., a specific work schedule or job description), rather than rely on the person’s expertise?
Yes [ ]  No [ ]
5. Will the College provide the person with office space to carry out the required work?
**NOTE:** Provision of space in a conference room for meetings with other persons is not considered office space.
Yes [ ]  No [ ]
6. Is the rate of compensation determined by a specific salary schedule or job classification?
Yes [ ]  No [ ]
7. Will the College provide the person with supplies and/or equipment in order to carry out the required work?
Yes [ ]  No [ ]
8. 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 [ ]
9. 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 question 10, or yes to both questions 11 and 12, the service provider is classified as independent contractor.**

1. Will the person serve as a short-term contractor and/or as a guest lecturer in a credit course for no more than two class sessions during a single academic quarter?
Yes [ ]  No [ ]
2. 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 [ ]
3. 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 [ ]

I certify that the answers above are true and correct to the best of my knowledge for the employee and/or contractor below.

Employee/Contractor Printed Name Tax Identification # / SS#

**Brief Description of Services:**

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| --- |
| [Type description here.] |

Printed Name (Person Completing Form) Signature Date

 Veronica Zura
Executive Director, Human Resources Signature Date