

Employee or Independent Contractor Guide

(Guide to Determine Method of Payment for Work Performed)



Employee — Payment for Work Performed

- Complete this *Employee or Independent Contractor Guide* to determine employee classification and correct method of **payment for work performed**.
- Complete the *Personnel Action Form* and other documents for the new employee and submit to Human Resources (HR). Forms must be signed by the department supervisor (budget manager).
- Direct any follow-up questions related to hiring/payment using the *Personnel Action Form* to the Human Resources team — scchr@shoreline.edu.

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* contract template and process to the Human Resources team — scchr@shoreline.edu.

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

