

GADSDEN STATE COMMUNITY COLLEGE

INDEPENDENT CONTRACTOR/EMPLOYEE FORM

Please review this list of twenty questions and check yes or no for each question. Send the completed form to the Purchasing Agent.

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Someone tells the individual when, where and how to work. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. The College trains the individual to perform services in a particular manner. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. The individual's services are part of the College operations because they are important to the success of the College. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. The individual's services are rendered personally. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. The College hires, supervises, and pays the individual. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. The individual has a continuing relationship with the College. |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. The College sets the individual's work hours. |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. The individual is required to work or be available full-time. |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. The individual works on the premises of the College, or on a route or at a location designated by the College. |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. The individual performs services in the order or sequence set by the College. |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. The individual submits reports to the College. |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. The individual is paid by the hour, week or month. |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. The College pays the individual's travel and business expenses. |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. The College provides the individual's tools, materials and other equipment. |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. The individual has no significant investment in the College. |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. The individual makes no profit or suffers a loss from the College. |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. The individual normally works for one business at a time. |
| <input type="checkbox"/> | <input type="checkbox"/> | 18. The individual does not offer their services to the general public. |
| <input type="checkbox"/> | <input type="checkbox"/> | 19. The College has the right to fire the individual. |
| <input type="checkbox"/> | <input type="checkbox"/> | 20. The individual has the right to quit without incurring liability. |

 Budget Manager

 Date

4/2000