



## CHECKLIST FOR DETERMINATION OF INDEPENDENT CONTRACTOR STATUS

This checklist will provide support for classifying individuals as an independent contractor or employee and should be completed by the department requesting payment. If the individual is deemed to be an independent contractor, payment should be processed through Accounts Payable. If the individual is deemed to be an employee, the individual must be hired through the normal employment process. In order to establish an independent contractor relationship, the answers to the majority of the following questions should be YES.

		YES	NO	N/A
1.	Is the work being performed an integral part of RISD's business as an educational institution?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Is it understood that the independent contractor cannot be fired so long as he meets his contractual obligations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Is it understood that the independent contractor is solely responsible for providing the labor to achieve the intended result?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Is the independent contractor paid by the job, rather than by the hour?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Is the college ensuring that no type of training is provided by the college for inexperienced workers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Is the independent contractor viewed as a skilled worker?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Is the independent contractor hired for a specified time period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Does the independent contractor set his/her own hours of work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Is the independent contractor free to work for any number of persons or firms simultaneously?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

