

Name of Person to be paid and/or Budget Position for Grant: _____

Checklist completed by: _____

Question	Yes	No
1. Will the individual teach for more than one day? (IF THE ANSWER TO THE ABOVE QUESTION IS YES, THEN THE INDIVIDUAL MUST BE PAID AS AN EMPLOYEE. Because teachers are essential to the business purposes of the University, they must be treated as employees.)		
IF THE INDIVIDUAL IS NOT TEACHING, CONTINUE RESPONDING TO THE QUESTIONS BELOW:		
1. Must the individual take instructions from your management staff regarding when, where, and how work is to be done?		
2. Does the individual receive training from your company?		
3. Is the success or continuation of your business somewhat dependent on the type of service provided by the individual?		
4. Must the individual personally perform the contracted services?		
5. Have you hired, supervised, or paid individuals to assist the worker in completing the project stated in the contract?		
6. Is there a continuing relationship between your company and the individual?		
7. Must the individual work set hours?		
8. Is the individual required to work full time at your company?		
9. Is the work performed on company premises?		
10. Is the individual required to follow a set sequence or routine in the performance of his work?		
11. Must the individual give you reports regarding his/her work?		
12. Is the individual paid by the hour, week, or month?		
13. Do you reimburse the individual for business/travel expenses?		
14. Do you supply the individual with needed tools or materials?		
15. Have you made a significant investment in facilities used by the individual to perform services?		
16. Is the individual free from suffering a loss or realizing a profit based on his work?		
17. Does the individual only perform services for your company?		
18. Does the individual limit the availability of his services to the general public?		
19. Do you have the right to discharge the individual?		
20. May the individual terminate his/her services at any time?		