

## COMMUNITY COLLEGE OF DENVER INDEPENDENT CONTRACTOR CHECKLIST

### Checklist:

Has the individual been an employee (not as an independent contractor) of CCD or CCCS system in the last 12 months?

Yes  No

Does CCD or other CCCS agencies pay an employee(s) who performs essentially the same duties that are to be performed by this individual?

Yes  No

Has the individual previously been paid as an employee to perform essentially these same tasks?

Yes  No

**If any of the above are answered as yes, the individual is an employee and payment must be made through the HR department otherwise complete the following 20 questions:**

**1. Instruction** – Does CCD have the right to require compliance with instruction about when, where, and how the individual is to work?

Yes  No

**2. Training** – Will the individual be trained in the job by working with an experienced CCD employee, by required attendance at meetings, seminars, etc.?

Yes  No

**3. Integration** – Is the success or continued operation of the Department dependent to an appreciable degree upon the services performed by this individual?

Yes  No

**4. Services rendered personally** – Does CCD control the selection of the person who will perform the work?

Yes  No

**5. Hiring, supervising, paying assistants** – Does CCD pay or otherwise control the activities of the workers who assist this person in the performance of his/her duties?

Yes  No

**6. Continuing relationship** – Does the arrangement with this individual establish continuing or recurring work, even if the services are seasonal, part-time or of short duration?

Yes  No

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**7. Set hours of work** – Does CCD establish the hours of work or otherwise prevent the individual from being the “master of his/her own time”?

Yes  No

**8. Full-time required** – Does CCD have control over the amount of time this person spends working so as to restrict him/her from other gainful work?

Yes  No

**9. Doing work on CCD premises** – Does CCD have the right to designate the place the work will be performed?

Yes  No

**10. Order or sequence set** – Does CCD have the right to require the work be performed in a particular order or sequence?

Yes  No

**11. Oral or written reports** – Can the individual be required to submit regular oral or written reports to CCD which will account for his/her actions?

Yes  No

**12. Payment by hour, week or month** - Will this person receive payments of regular amounts at stated intervals?

Yes  No

**13. Payment of business and/or travel expense** – Does CCD reimburse the individual for business or travel expense?

Yes  No

**14. Furnishing tools and materials** – Will CCD provide the tools and materials needed to perform the work?

Yes  No

**15. Right to discharge** – Can the person be dismissed for failure to obey the instructions of a CCD employee?

Yes  No

**16. Right to terminate** – Can the person terminate the relationship with CCD without incurring any liability?

Yes  No

**17. Significant investment** – Does the individual have a significant investment in the facilities used and is this investment essential as well as adequate for the job?

Yes  No

**18. Realization of profit or loss** – Does the person have the opportunity to realize a profit or loss for the job?

Yes  No

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**19. Working for more than one firm at a time** – Can the person make the services available to a number of persons or firms at the same time?

Yes  No

**20. Making the services available to the general public** – Does the person make the services available to the general public by a business directory listing, a business license, advertisements, etc.?

Yes  No

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_