



INDEPENDENT CONTRACTOR CHECKLIST

Name of Contractor: _____

Total \$ Amount of Contract: _____ Source of Funds: _____

Site: District OCC GWC CCC

The purpose of this checklist is to assist in the determination of employee or independent contractor status. Federal and State law places the burden of proof on the employer to show that an independent contractor relationship exists.

Please answer the following questions:

| | Yes | No |
|--|--------------------------|--------------------------|
| Is the service provider an employee of CCCD or been employed by CCCD within the past twelve (12) months? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the service provider perform the same type of work that is generally performed by regular employees? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the District determine the means and methods by which the results are accomplished? (CCCD has the right to control only the standards and outcome not the means and methods). | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the District provide supplies, equipment, software and/or tools necessary to perform the services? | <input type="checkbox"/> | <input type="checkbox"/> |
| Will the District provide training, supervision, or instruction other than conveying the scope of the service or results desired? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the District establish the individual's work schedule? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the individual required to perform services on the District property on a regular and continuing basis? | <input type="checkbox"/> | <input type="checkbox"/> |
| Can the service provider be terminated by the District or quit work at any time without incurring liability? | <input type="checkbox"/> | <input type="checkbox"/> |

If one or more responses to the above questions are "Yes" the worker may be considered an employee under IRS guidelines. For those questions that a "Yes" answer was checked, please complete the section on the next page to provide support for continuing to classify the worker as an independent contractor. If employee status is determined, contact Human Resources to establish the individual as an employee and arrange for payment of his or her services through District Payroll.

Please provide support for independent contractor status for all “Yes” answers above, if necessary.

I certify to the best of my knowledge that the above information is correct and that the information contained in the executed agreement matches the approved Board item.

Requestor: Ext:

Supervisor: Date:

V.P. of Administration,
or Designee (when unavailable):

Guidelines for the Hiring of Independent Contractors for Coast Community College District

Coast Community College District must comply with Internal Revenue Service (IRS) regulations in our role as an employer. Failure to do so can result in assessment of additional taxes and penalties for the District. Therefore, it is important to determine whether someone is an employee or an independent contractor.

I. What is an Independent Contractor?

An independent contractor is not an employee and is not under the control of the District. In general, an independent contractor is an individual with a specific skill or technical knowledge hired by means of a written agreement to do a particular job for a designated period of time.

A District employee should not be employed as an independent contractor. The IRS scrutinizes the returns of individuals who receive both a W-2 Form and a 1099 Form in the same calendar year from one employer. If a District employee is hired to perform a service outside the scope of their normal duties, he/she must be paid through the payroll process.

II. Determination of Employee vs. Independent Contractor Status

The following guidelines can assist you in determining whether to pay an individual as an independent contractor or as an employee of Coast Community College District.

[Independent Contractor Guide](#)

This flowchart is a good starting point to help determine independent contractor or employee status.

[Independent Contractor Checklist](#)

Complete this checklist to help determine if an individual is eligible as an independent contractor or is to be paid as an employee. If further clarification is required, the [EDD Employment Determination Guide](#) is an excellent resource to help determine independent contractor status.

[EDD Employment Determination Guide](#)

This worksheet is provided by the Employment Development Department, State of California to help determine whether a worker is most likely an employee or an independent contractor. Generally speaking, whether a worker is an employee or an independent contractor depends on the application of factors contained in the California common law of employment and statutory provisions of the California Unemployment Insurance Code. The EDD Employment Determination Guide can be accessed at <http://www.edd.ca.gov/taxrep/de38.pdf>.

[IRS Common Law Rules](#)

The Internal Revenue Service has established the Common Law Rule to help determine the degree of control and the degree of independence in a worker/employer relationship. The penalties for misclassification under tax laws can be severe and, in some cases, may create liability for the District. Generally, for tax purposes, the key question is the degree of control the employer can exercise over the worker. Further information on the IRS Common Law Rules can be found in IRS Publication 15A under forms and publications at <http://www.irs.gov/pub/irs-pdf/p15a.pdf>.

INDEPENDENT CONTRACTOR OR EMPLOYEE?

