



## Independent Contractor Evaluation Form

Departments and divisions, who intend to employ an **individual** worker as an independent contractor for the District, **MUST** complete this Independent Contractor Evaluation Form.

Departments or divisions please review the following CA Supreme Court "ABC" test standards and select the correct response below for the worker.

- |  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| A. The worker is <b>free from the control and direction</b> of the hirer in connection with the performance of the work, both under the contract for the performance of such work and in fact; | <input type="checkbox"/> | <input type="checkbox"/> |
| B. The worker performs <b>work that is outside the usual course</b> of the hiring entity's business; and   | <input type="checkbox"/> | <input type="checkbox"/> |
| C. The worker is customarily <b>engaged in an independently established trade, occupation, or business</b> of the same nature as the work performed for the hiring entity.                     | <input type="checkbox"/> | <input type="checkbox"/> |

If you have selected **YES** to **ALL** statements above, you have confirmed your department or division is employing an independent contractor. Please complete the information below for the independent contractor.

If you have selected **NO** to **ANY** of the statements above, then the individual is **NOT** an independent contractor, the individual is an employee.

To establish an individual as an employee contact the Human Resources Department at 209-954-5056.

Independent Contractor Name: \_\_\_\_\_

Division or Department Name: \_\_\_\_\_

Confirmed by Name: \_\_\_\_\_

Date: \_\_\_\_\_

Reminder: A District employee **cannot** be employed as an independent contractor. If a District employee is hired to perform a service outside the scope of his/her normal duties, he/she **MUST** be paid through the payroll process.

Please feel free to contact the Contracts Office if you have any questions at [contracts@deltacollege.edu](mailto:contracts@deltacollege.edu)