



Chimacum School District

Human Resources Department

Stephanie McCleary, Personnel Ext 222
 Marilyn Gustafson, Payroll Ext 221
 (360)732-4090

POSITION ANALYSIS FORM

Employee vs. Independent Contractor

Name of Contractor/Person:

SSN:

Fed ID#:

WA Bus License #:

Mailing Address:

Description of services to be provided:

To determine whether a person should be classified and paid as an Employee or as an Independent Contractor, answer the following questions and include this worksheet with the paperwork. For Independent contractor, submit paperwork to Business Office (Personal Services Contract). For employee, submit paperwork to the Personnel Department.

Yes	No	Question
		1. Will the worker be required to comply with instructions about when, where and how to work?
		2. Will the worker be provided with instructions/training regarding the particular method or manner by which the work is to be performed?
		3. Is the work to be performed a regular part of District business/work?
		4. Will the worker be required to perform the work himself/herself? (As opposed to assigning the work or part of the work to an assistant.)
		5. Will the worker be hiring or supervising district employees?
		6. Will the worker and Chimacum School District have a continuing relationship?
		7. Will the worker be able to hire and pay his/her own assistants?
		8. Does the worker offer similar services to others as part of his/her own business?
		9. Will the worker be allowed to work concurrently for other employers while working for the Chimacum School District?
		10. Will the worker be able to set his/her own hours and priorities?
		11. Will the worker be hired and paid to complete one specific job/project?
		12. Will the worker provide his/her own tools?

If the majority of the answers to questions 1-6 are "yes" and the majority of the answers to questions 7-12 are "no" the worker should be hired as a **District Employee**.

If the majority of the answers to questions 1-6 are "no" and the majority of the answers to questions 7-12 are "yes" the worker should be hired as an **Independent Contractor** through the contracting process.

Chimacum School Board of Directors

Cammy Brown ~ Ted Friedrich ~ Quentin Goodrich ~ Kevin Miller ~ David Robocker