



Independent Contractor Determination Worksheet

Business Name: _____

Phone Number: _____ email _____

Please indicate School or Department that is contracting with you: _____

| Indicators of Independent Contractor Status | | Yes | No |
|--|--|---|--|
| 1 | Are you employed by another PERS employer OR have you been an employee of the Woodburn School District within the last 18 months (i.e. paid any money by our payroll department)? | Go to #2 | Go to #3 |
| 2 | Are you doing the same work for this project that you did when employed by the Woodburn School District? | Go to #4 | Go to #3 |
| 3 | Do you meet the legal definition of an Independent Contractor (ORS 670.600) as evidenced by the ability to certify to a majority of the statements below? Read the statements below: Check Yes or No as to each applies to you. There is no established set point as to whether the number of yes's or no's constitutes an Independent Contractor or Employee – The District will make the final decision | Go to #5 | Go to #4 |
| 3a | Provider, in the provision of the services: | Yes | No |
| | Is free from direction and control over the means and manner of providing the services | | |
| | Is customarily engaged in an independently established business | | |
| | Is licensed under ORS Chapter 671 or 701 as required, and/or is responsible for obtaining any licenses or certificates | | |
| 3b | Provider, in the independence of the service work shall: | | |
| | Maintain a separate business location from the District | | |
| | Bear the risk of business loss in providing the services, as shown by factors such as: a) enters into fixed-price contract; b) required to correct defective work; c) provides warranty and/or insurances such as indemnification, liability, performance bonds or errors and omissions insurance | | |
| | Provide services or does similar work for two or more different persons within a 12 month period, or routinely engages in business advertising, solicitation or other marketing efforts reasonably calculated to obtain new contracts to provide similar services | | |
| | Retain significant control over the means and methods of performing work, including hiring and firing its employees | | |
| 3c | Provider has a substantial investment in his/her chosen trade or business such as: | | |
| | Furnish his/her own tools or equipment necessary to provide the services | | |
| | Independently maintain business registrations, professional or occupational licenses (or both) | | |
| | File Federal and State income tax returns in the name of his/her business | | |
| <p>4. The Provider must be hired as a temporary employee. The District Human Resources Department will contact the Provider.</p> <p>5. Pursuant to District Board policy GCDA/GDDA, Individuals contracting with the district and their employees who have direct unsupervised contact with students, shall also be required to submit to a nationwide criminal records check and fingerprinting.</p> <p style="text-align: center;">I will have unsupervised contact with students YES NO</p> <p>_____</p> <p style="text-align: center;">I hereby acknowledge that the above statements are correct:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Independent Contractor Signature Date</p> | | | |
| Business Office Use Only | | Approved by: | Date: |
| | | The Contractor must be hired as an employee. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | The Contractor may be hired as an independent contractor and paid through the AP Department | <input type="checkbox"/> Yes <input type="checkbox"/> No |