

Factors Which Could Indicate An Individual Is An Employee Rather than An

Independent Contractor

- The employer controls, supervises or directs the individual as to how assigned tasks are to be performed;
- The employer sets hours to be worked and maintains time records;
- The employer prepares performance evaluations;
- The employer provides permanent work space and facilities;
- Taxes and employee benefits are deducted from the individual's paycheck, and
- The individual is entitled to fringe benefits such as vacation, sick leave, personal leave, health insurance and grievance procedures.

Factors Indicating an Individual Should Be Considered An Independent Contractor

- The individual has a personal employment contract with the employer;
- The employer pays for the individual's services through the submission of a voucher;
- The individual concurrently performs substantially the same service for other public employers, and
- The individual is also employed or associated with another entity that provides services to the employer by contract, retainer or other agreement.