

[Your Company Name Here]

SCREENING TO DETERMINE POTENTIAL STATUS AS INDEPENDENT CONTRACTOR

Contractor_____

A "Yes" answer to the following questions suggests an employee.

Yes No

- | | | |
|--|-----------------------|-----------------------|
| 1. The individual is supervised and paid for time worked. | <input type="radio"/> | <input type="radio"/> |
| 2. The company trains and instructs the individual. | <input type="radio"/> | <input type="radio"/> |
| 3. The individual uses the company's workspace, equipment and supplies. | <input type="radio"/> | <input type="radio"/> |
| 4. There is little economic risk to the individual. | <input type="radio"/> | <input type="radio"/> |
| 5. Services are offered primarily or exclusively to the company. | <input type="radio"/> | <input type="radio"/> |
| 6. The company pays the individual for travel and expenses. | <input type="radio"/> | <input type="radio"/> |
| 7. The company determines workers to hire/assist with the work. | <input type="radio"/> | <input type="radio"/> |
| 8. The relationship is expected to be long-term and/or fairly continuous. | <input type="radio"/> | <input type="radio"/> |
| 9. The company determines when to work and the order/sequence of the work. | <input type="radio"/> | <input type="radio"/> |

If the answer to any of the questions is yes, please explain:_____

A "Yes" answer to the following questions suggests an independent contractor.

- | | | |
|--|-----------------------|-----------------------|
| 1. The individual is paid for the end product. | <input type="radio"/> | <input type="radio"/> |
| 2. The individual needs no instruction or training. | <input type="radio"/> | <input type="radio"/> |
| 3. The individual furnishes his/her own workspace, equipment and supplies. | <input type="radio"/> | <input type="radio"/> |
| 4. There is opportunity for profit or loss for the individual. | <input type="radio"/> | <input type="radio"/> |
| 5. The individual offers services to relevant markets and receives substantial remuneration from others for performing similar services. | <input type="radio"/> | <input type="radio"/> |
| 6. Travel and expenses are included in the price of the contract. | <input type="radio"/> | <input type="radio"/> |
| 7. The individual may subcontract or employ others to assist with services/tasks. | <input type="radio"/> | <input type="radio"/> |
| 8. The relationship is intermittent and/or one-time agreements. | <input type="radio"/> | <input type="radio"/> |
| 9. The individual determines how work is achieved and meets only a completion deadline. | <input type="radio"/> | <input type="radio"/> |

If the answer to any of the questions is no, please explain: _____

Determination of Worker Status (check one): ☐ Employee ☐ Independent Contractor

I certify that the contractor has not performed comparable services as an employee of Linn-Benton Community Company in the last 12 months.

Responsible Administrator

Date