

## Decision Diagram Employee or Independent Contractor

Does the University direct and control how the work will be done?

Does the University provide the facilities and/or equipment to perform the work?

Does the University run the risk of loss?

Can the worker subcontract the work or hire assistants?

Is the worker paid through salary?



### CONTRACTS AND PAYMENT

The University requires a letter be signed documenting the duties and responsibilities to be carried out, or a signed position description and letter of offer.

The job needs to be posted.

Paid through Payroll