

Short Term Services Checklist

EVALUATION QUESTIONS			
Question		Yes	No
1) Will the individual perform any of the listed functions?	Administrator		
	Teacher/Instructor		
	Substitute		
	School Bus Driver		
	Clerical Staff		
	Athletic Coach		
	Tutor		
	Cafeteria Worker		
	Counselor		
	Exam Monitor		
	Proctor		
	Librarian		
	Nurse		
	Psychologist/Intern		
"Interim" Individual ("filling in")			
Specialty Teacher (art, music, etc.)			
2) Are the duties to be performed by this individual substantially the same as those performed by other employees of the District?			
3) Are the services to be provided by this individual an integral part of District or school operations?			
4) Will the relationship with this individual be such that the District can CONTROL the methods to be used to render the service or the performance of the individual? Some indications of CONTROL include, but are not limited to: <ul style="list-style-type: none"> • Work direction, instructions, or procedures for completing tasks will be provided by District staff • Training will be provided by the District for the individual • The individual's performance or output will be evaluated 			
IF ANY OF THE ABOVE ANSWERS ARE "YES", UNLESS PAYMENT IS TO BE MADE TO A BUSINESS NAME (I.E. COMPANY, CORPORATION, LLC, AGENCY, OTHER SEPARATE ENTITY), THE INDIVIDUAL MUST BE PAID AS AN EMPLOYEE. OTHERWISE PROCEED TO QUESTION 7.			
5) Does the individual operate an independent trade or business that is available to the general public exposing the individual to the potential to realize a profit or incur a loss? (i.e. individual provides service to several or numerous separate entities under contractual, as opposed to employment, arrangements)			
6) Does the individual provide all materials, tools, and equipment necessary for performance of this service? (If the District is to provide a computer, other equipment, or tools to the individual, this indicates an employment relationship.)			
7) Does the individual bear the cost of business expenses incurred to perform this service?			
IF THE ANSWERS TO QUESTIONS 5, 6, OR 7 ARE "NO", THE INDIVIDUAL MUST BE PAID AS AN EMPLOYEE. OTHERWISE THE INDIVIDUAL CAN BE PAID AS AN INDEPENDENT CONTRACTOR.			
FORMS TO BE COMPLETED			
Time for Submission	For Employee	For Independent Contractor	
<i>Before services rendered</i>	✓ Short Term Services Agreement ✓ Federal W-4 (see Payroll website) ✓ State DE-4 (see Payroll website) ✓ I-30 Form (if certificated retiree, see Human Resources website)	✓ General Services Agreement ✓ Supplementary Certification ✓ Federal W-9 (see IRS website)	
<i>After services rendered</i>	✓ Time Sheet	✓ Invoice	
AUTHORIZATION			
Contractor Name	Administrator Signature	Date	