

Employee/Independent Contractor Checklist

**For Internal Use* to be completed by UFV Department or Research Office*

Please complete this checklist prior to entering into a Provision of Services contract. If you have questions on making the Employer/Independent Contractor determination, please consult with your Financial Analyst & Liaison.

Worker's/Contractor's Name (or Business Name):		
	Agree	Disagree
The work is NOT included in a collective or association agreement (FSA).	<input type="checkbox"/>	<input type="checkbox"/>
The worker is NOT an employee of the University in a similar field as needed in this assignment.	<input type="checkbox"/>	<input type="checkbox"/>
The work is paid on defined outcomes or specific deliverables, where the University does not direct the process. Generally speaking, the payment is not based on hours worked but on the final product.	<input type="checkbox"/>	<input type="checkbox"/>
The worker has an incorporated company with a registered Canadian Business Number and/or has a GST number, charges GST and is NOT completing work normally done by the University.	<input type="checkbox"/>	<input type="checkbox"/>
The worker operates his own business or provides similar services to other clients.	<input type="checkbox"/>	<input type="checkbox"/>
The worker has their own business insurance and WCB coverage.	<input type="checkbox"/>	<input type="checkbox"/>
The University WILL NOT direct, scrutinize and effectively control many elements of how the work is performed. The relationship has NO element of subordination.	<input type="checkbox"/>	<input type="checkbox"/>
The University DOES NOT control the worker with respect to the results of the work OR method used to do the work.	<input type="checkbox"/>	<input type="checkbox"/>
The worker DOES NOT require permission to work for other companies while working for this University.	<input type="checkbox"/>	<input type="checkbox"/>
Where the work schedule is irregular, the University IS NOT necessarily a priority on the worker's time.	<input type="checkbox"/>	<input type="checkbox"/>
The worker determines all tasks they will perform to fulfill the work obligations; the University has no or limited control in the tasks.	<input type="checkbox"/>	<input type="checkbox"/>
The worker receives NO training or direction from the University on how to do the work.	<input type="checkbox"/>	<input type="checkbox"/>
The worker DOES NOT have a University employee supervising them and they set their own hours to complete tasks without direction from the University.	<input type="checkbox"/>	<input type="checkbox"/>
The worker is usually free to work when and for whom he or she chooses and may provide his or her services to different companies at the same time.	<input type="checkbox"/>	<input type="checkbox"/>
The worker can accept or refuse work from the University.	<input type="checkbox"/>	<input type="checkbox"/>
The working relationship between the University and the worker DOES NOT present a degree of continuity, loyalty, security, subordination, or integration, all of which are generally associated with an employer-employee relationship.	<input type="checkbox"/>	<input type="checkbox"/>
The worker supplies most of the tools and equipment required to complete the work. In addition, the worker is responsible for repair, maintenance and insurance costs.	<input type="checkbox"/>	<input type="checkbox"/>
The worker has investment in tools and equipment needed for their business and they retain the right over the use of these assets.	<input type="checkbox"/>	<input type="checkbox"/>
The worker uses his or her own workspace to perform a substantial amount of the work. The worker incurs expenses related to the operation of the workspace that are not reimbursed by the University.	<input type="checkbox"/>	<input type="checkbox"/>
The worker has control to retain helpers or assistants to complete the University's tasks. The University work does not have to be completed by them personally.	<input type="checkbox"/>	<input type="checkbox"/>
The worker is responsible for the costs associated with subcontracting and assistants.	<input type="checkbox"/>	<input type="checkbox"/>
The worker is responsible for all operating expenses.	<input type="checkbox"/>	<input type="checkbox"/>
The worker is financially liable if he or she does not fulfill the obligations of the contract.	<input type="checkbox"/>	<input type="checkbox"/>
The worker determines and controls the method and amount of pay.	<input type="checkbox"/>	<input type="checkbox"/>
The worker has NO expectation to receive protection or benefits from the University. (WCB, EI, CPP, pension, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
The worker has the risk of profit or loss resulting from the assignment.	<input type="checkbox"/>	<input type="checkbox"/>
The worker has an active business presence where they advertise their services, actively market themselves and search for clients.	<input type="checkbox"/>	<input type="checkbox"/>
The worker has a capital investment in the business.	<input type="checkbox"/>	<input type="checkbox"/>
The worker manages his or her staff and work projects.	<input type="checkbox"/>	<input type="checkbox"/>
PROCEED TO PAGE 2 TO COMPLETE CONTRACT		

Conclusion

Add the total number of checkmarks for each column. If you answered predominantly (15 or greater) in the "Disagree" column, then it is likely* that the worker would be seen as an employee by CRA.

Next Step: Sign below indicating your initial determination of the worker's status. Complete a Request for Contract. Submit the following to **Human Resources** for payment through UFV Payroll:

- Completed Request for Contract
- Completed Employee/Independent Contractor Checklist

If you have answered predominantly (15 or greater) on the "Agree" side it is likely* that the worker would be ruled a contractor by CRA.

Next Step: Sign below indicating your initial determination of the worker's status. Complete a Provision of Service Contract (Incorporated or Unincorporated). When you have received your initial invoice submit the following to **Accounts Payable**:

- Completed (draft) Provision of Service Contract
- Initial Invoice
- Completed Employee/Independent Contractor Checklist

*This is a guide only; CRA is ultimately the deciding authority in all situations.

Determination of Worker Status: ☐ **Employee** ☐ **Contractor**

Completed by:

Print name

Signature

MM / DD / YYYY

Date