

## PROCEDURES FOR HIRING AN INDEPENDENT CONTRACTOR

1. Complete Independent Contractor/Employment Questionnaire to determine whether the individual should be an employee or independent contractor.
2. Initiator dialogs with contractor to determine if s/he is able to attest to, and sign off on, the Independent Contractor provisions.
3. Initiator requests a proposal from the contractor containing the following information:
  - ▶ Scope of Services
  - ▶ Fee Schedule
  - ▶ Expenses, if appropriate
  - ▶ Dates of Service
  - ▶ Any other conditions of service
  - ▶ Insurance Requirements as listed in Exhibit B
    - Coverage at least as broad as Commercial General Liability Insurance of \$1,000,000 combined single limit per occurrence. If the annual aggregate applies, it must be no less then \$2,000,000. (*Applies to all contracts.*)
    - Comprehensive Automobile Liability Insurance (if applicable) of \$1,000,000 per occurrence. (*Applies when the contractor will be using an automobile to provide the services outlined in the contract.*)
    - Workers' Compensation and Employer's Liability Insurance as required by law. (*Applies to any business with employees.*)
    - Professional Errors and Omissions Insurance of \$1,000,000. (*Applies to architects, doctors, dentists, attorneys, and other contractors in similar professions.*)
4. Initiator submits the following completed forms to the Assistant Superintendent of Human Resources:
  - ▶ Request to Hire an Independent Contractor (signed by initiator)  
*upon approval of assistant superintendent of human resources, this would then be approved by Internal Business Services, department assistant superintendent, and the county superintendent of schools.*
  - ▶ Independent Contractor Provisions (signed by the contractor)
  - ▶ Independent Contractor/Employment Questionnaire (signed by initiator)
  - ▶ Scope of Services and Fee Schedule (Exhibit A)
  - ▶ Certificate of Liability Insurance (as listed in Exhibit B - Insurance requirements)
5. The Personnel Department will issue a contract for fees and expenses, and obtain the W-9 form.
6. Contractor must submit an invoice to receive payment for services rendered.
7. Upon receipt of the invoice, the initiator will be asked to approve payment.