



**EMPLOYER/INDEPENDENT CONTRACTOR CHECKLIST**

**ISSUE**

**YES NO**

- Does the employer control where the work will be performed?
- Does the employer tell the worker what hours to perform the work?
- Does the employer supervise the worker or require the worker to “check-in” on a daily basis, as opposed to receiving periodic status or progress reports?
- Does the employer have the right to require the worker to redo the work if it isn’t satisfactory?
- If the work must be redone, does the employer pay the related costs?
- Does the employer provide the worker with office space?
- Does the employer pay insurance premiums or payroll taxes for the worker?
- Does the employer provide fringe benefits to the worker (e.g. health insurance, vacation or sick leave, holiday pay)?
- Is the worker paid an hourly rate, as opposed to submitting an invoice for the cost of his or her services?
- Is the worker paid the same amount regardless of whether the project or the employer’s business is successful?
- Does the employer provide or pay for the tools and equipment necessary for the worker to perform the work?
- Does the employer maintain or pay to maintain the worker’s tools and equipment?
- Does the employer provide or pay for materials necessary to perform the work?
- Is the employer responsible for replacing materials that are lost or damaged?
- Is the relationship between the employer and worker a continuing one, as opposed to a relationship based on a distinct project with a foreseeable end?
- Must the worker obtain the employer’s permission to hire and pay others to do the work?
- Does the employer train the worker or others whom the worker supervises?
- Does the employer pay for any losses, expenses or damages incurred while the project is being completed?
- Must the worker obtain the employer’s permission to work for other individuals or organizations?
- Is the employer dependent upon the worker to continue its business?

Total

Information on this form is collected pursuant to the board’s responsibilities set out in the Education Act and the Municipal Freedom of Information and Protection of Privacy Act. Information on this form will be used to administer the Engagement of Individuals in Contract Work. Questions regarding the collection of this information should be directed to: Manager of Supply & Administrative Services, 519-578-3660 ext 2323.