

IEEE Independent Contractor Work Status Evaluation

INSTRUCTIONS FOR COMPLETION BY THE CONTRACTING MANAGER

Submission of this form is required for all independent contractor engagements. The department must submit a form for every engagement/statement of work.

SECTION 1: NAME AND ADDRESS OF SERVICE PROVIDER

Last Name: _____ **First Name:** _____ **MI:** _____

Address: _____

SECTION 2: GENERAL INFORMATION

2.1	Describe the services to be performed.		
2.2	How was the individual selected?		
2.3	Did the individual perform services for your department (or other IEEE department) in any capacity before providing the services required for this engagement? Please check for the supplier name in Oracle iProcurement (for IC status) and contact HR for past employee status.	Yes	No
	If "Yes", what were the dates of service?		
	In what capacity? Employee? Independent Contractor? In what department:		
	If "Yes", explain the differences, if any, between the current and prior service.		
2.4	Are there IEEE employees who have performed or are performing the same or similar services? If "Yes", identify other IEEE employees and nature of services provided.	Yes	No

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2.5	Explain why you believe this engagement requires an independent contractor vs. an employee (IEEE employee or temporary agency employee).
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SECTION 3: BEHAVIORAL CONTROL				
3.1	Will IEEE control how work is to be done, apart from identifying an expected final product?		IEEE will control how work will be done (i.e., provide instructions and identify steps to take to complete the work)	Individual will determine his/her own tasks and decide how to achieve final product
	<i>Who is the individual required to contact if problems or complaints arise and who is responsible for their resolution?</i>			
	<i>How does the individual receive work assignments?</i>			
3.2	Will IEEE provide skills training to the individual as to how to perform the project?		Individual will be trained by IEEE on how to do the job	Individual is retained for existing skills/expertise and is responsible for his/her own training and skills maintenance
	<i>What training and/or instruction (including on-the-job training and ordinary work instructions) will the individual be given by IEEE?</i>			
3.3	Will IEEE require the individual to perform the services personally?		Services must be performed personally by the individual	Services may be performed by his/her employees or subcontractors
3.4	Will IEEE hire, supervise or pay assistants to help the individual on the job?		IEEE will retain and be responsible for support staff	Individual will retain his/her own assistants or support staff, at his/her discretion
	<i>If substitutes or helpers are needed, who hires them?</i>			
3.5	Will IEEE establish the individual's work schedule?		IEEE will set the work schedule	Individual will be responsible for his/her own schedule
	<i>Describe the individual's daily routine such as schedule, hours, etc.</i>			

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	<i>Describe any meetings the individual is required to attend.</i>			
3.6	Will IEEE require the services full time during duration of contract?		IEEE will require a full-time commitment	Individual will be able to perform work for other clients/employer during the contract period
3.7	Will the work be performed entirely or primarily on IEEE premises?		Work will be performed at IEEE site. If so location of office: _____	Work will be performed primarily at the individual's place of business or elsewhere at his/her discretion
	<i>At what location(s) does the individual perform services (e.g., IEEE location, own shop or office, home, etc.)? Indicate the percentage of time spent in each location, if more than one.</i>			
3.8	Will IEEE require progress reports on a daily or other regular basis?		IEEE will require regular reporting to an IEEE manager	Reports are not required, other than occasional reports regarding milestones as set forth in the contract
	<i>What types of reports are required from the individual?</i>			
3.9	Are the services provided by the individual unique or are they a regular part of the work of the IEEE?		The work is part of regular IEEE business operations	The work is unique and is not a regular part of IEEE business operations

SECTION 4: FINANCIAL CONTROL				
4.1	Will the individual be paid on an hourly, weekly, or monthly basis?		IEEE will pay on an hourly, weekly, monthly or other regular basis Describe: _____	IEEE will pay a per project fee or otherwise based on completed work, not time
4.2	Will IEEE pay the individual's business and /or traveling expenses?		IEEE will pay the individual's business and/or traveling expenses	Individual is responsible for ordinary business expenses and can maximize profit by managing costs
	<i>Specify which, if any, expenses are reimbursed by IEEE.</i>			
4.3	If known, has the individual invested in an independent business?		No, individual has made no independent investment in a business to pursue this work	Yes, individual has invested in an ongoing business effort to provide this kind of service to the market

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	<i>What additional expenses are incurred by the individual in the performance of services for IEEE?</i>			
4.4	Can the individual suffer a loss on this project?		No, even if the individual performs inefficiently or ineffectively, he/she will not suffer a loss	Yes, if the individual performs the work inefficiently or ineffectively, he/she could take a loss or be required to invest additional time or resources to complete the project at no additional cost to IEEE
4.5	Will IEEE furnish equipment, materials, tools and/or supplies?		IEEE furnishes equipment, materials, tools and/or supplies	Individual will furnish all necessary equipment, materials, tools and/or supplies
	<i>Specify any equipment, materials, tools or supplies furnished or loaned by IEEE.</i>			

SECTION 5: RELATIONSHIP OF THE INDIVIDUAL AND IEEE				
5.1	Will the individual perform services solely for IEEE, rather than working for multiple clients?		Individual will perform services only for IEEE	Individual performs services for multiple clients or has primary employment other than his/her contract with IEEE
	<i>If "Yes", is the individual required to get approval from IEEE?</i>			Yes No
	<i>Describe any agreements prohibiting competition between the individual and IEEE while the individual is performing services or during any later period. Attach any relevant documents.</i>			
5.2	Does the individual make his/her services available to the public?		Individual does not make his/her services available to the public	Individual makes his/her services available to the public
5.3	Does the individual advertise his/her services?		No, individual does not advertise his/her business services	Individual advertises services in publications, yellow pages, web, etc.
	<i>Describe any advertising by the individual:</i>			

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5.4	Is the individual subject to dismissal for reasons other than non - performance of the contract specifications?		IEEE has the right to discharge “at will” – at any time, with or without notice or penalty under the contract		Individual cannot be dismissed at will; IEEE must identify non-performance or comply with contractual separation terms(e.g., notice or payment of penalty)
	<i>Specify requirements for termination by IEEE.</i>				
5.5	Does the individual have the right to end his/her relationship with IEEE at any time without incurring liability?		The individual can terminate at any time, without notice or penalty		The individual must provide notice or pay a penalty for early termination and/or may incur liability for non-delivery
	<i>Specify requirements for termination by the individual.</i>				
5.6	Does IEEE anticipate a continuing relationship?		IEEE anticipates a continuing relationship		A continuing relationship is not anticipated. Projects will be awarded only when need arises and, if required, will be based on bids and specifications
	<i>How does IEEE represent the individual to its stakeholders (e.g., employee, partner, representative, contractor, etc.)?</i>				

SECTION 6: WORK STATUS EVALUATION SIGNATURES

In accordance with the IEEE process governing the engagement of independent contractors, the signers below confirm that this individual is correctly classified as an independent contractor based on the information provided on this Independent Contractor Work Status Evaluation form.

Responsible IEEE Contract Manager Signature: _____ Print Name: _____ Title: _____ Date: _____	Responsible IEEE Staff Manager (Not required if the contract manager is an IEEE employee.) Signature: _____ Print Name: _____ Title: _____ Date: _____
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