



PROCUREMENT SERVICES

An Independent Contractor *typically* meets the following requirements:

- Provides a unique service that is not available from another source within USNH or that USNH entities could not provide at the time needed (i.e.



PROCUREMENT SERVICES

7a.	<i>Requiring certain hours would indicate a level of control typical of employees. There may be academic or research exceptions</i>
8.	Is the individual required to work full time at your company?
8a.	<i>An independent contractor is free to work when and for whom he or she chooses.</i>
9.	Is the work performed on company premises?
9a.	<i>Can be yes or no, for example, a photographer may need to work on premise, but a bookkeeper should not be required to work on campus.</i>
10.	Is the individual required to follow a set sequence or routine in the performance of his work?
10a.	<i>The independent contractor sets and follows their own process and schedule. There may be</i>



PROCUREMENT SERVICES

	<ul style="list-style-type: none"> - <i>The Contractor has continuing and recurring liabilities</i> - <i>The Contractor has agreed to perform specific jobs for prices agreed upon in advance</i> - <i>The Contractor's services affect his/her own business reputation</i>
17.	Does the individual have other clients he/she services as an independent contractor?
17a.	<i>The contractor is able to have other clients at any time.</i>
18.	Does the individual make his/her services available to the public?
18a.	<i>The Contractor can make his/her services available to the general public by</i> <ul style="list-style-type: none"> - <i>Having an office and assistant</i> - <i>Having business signs</i> - <i>Having a business license</i> - <i>Listing his/her services in a business directory</i> - <i>Advertising his/her services</i>
19.	Do you have the right to discharge the individual?
19a.	<i>The contract cannot be terminated so long as the Contractor produces a result which meets the contract specifications.</i>
20.	May the individual terminate his services at any time?
20a	<i>If the person performing the work wants to end the relationship at any time he or she wishes without incurring liability, that indicates an employer-employee relationship.</i>
<i>Comment</i>	<i>An employee can never be an independent contractor.</i>