### Decision Diagram - Employee or Independent Contractor

**Does the University direct and control how the work will be done?**
- Yes

**Does the University provide the facilities and/or equipment to perform the work?**
- Yes

**Does the University run the risk of loss?**
- Yes

**Can the worker subcontract the work or hire assistants?**
- No

**Is the worker paid through salary?**
- Yes

The worker is *probably an employee*

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**CONTRACTS AND PAYMENT**

The University requires a letter be signed documenting the duties and responsibilities to be carried out, or a signed position description and letter of offer.

The job needs to be posted.

Paid through **Payroll**.

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**CONTRACTS AND PAYMENT**

The University requires that a Services Agreement be signed specifying the desired outcomes (not duties or responsibilities).

The work may need competitive bid process depending on contract value (excluding academic services)

Paid through **Accounts Payable**.