



(PRINT WORKER'S NAME) _____

Is the worker an employee of UVic? If yes, do not complete this checklist. The worker must be paid through Payroll using an Appointment Recommendation Form.					
CHECKLIST FOR DETERMINING EMPLOYMENT STATUS			YES √	NO √	
a.	Is the worker a sole proprietorship, partnership or corporation?				
b.	Does the worker have a business presence and actively market their services outside UVic?				
c.	Does the worker have employees?				
d.	Does the worker have sources of revenue outside of UVic?				
e.	Does the worker have liability insurance?				
f.	Is the worker registered for workers compensation coverage (from appropriate jurisdiction)?				
g.	Is the worker registered to collect GST? (GST# _____)				
TOTAL CHECK MARKS – A majority of “No” answers will normally indicate an employee relationship. Workers must be able to answer “Yes” to (e) and (f) to contract with UVic.					
1	Is the work continuing in nature?				
2	Does the worker receive benefits in addition to payment for services from UVic?				
3	Does the worker use any tools, equipment, vehicle, etc. provided by UVic?				
4	Does the worker have UVic email, phone number, business cards?				
5	Does UVic control the manner, method, time or location of the worker’s work?				
6	Does UVic coordinate or supervise the worker’s work?				
7	Does UVic control the hiring of the worker’s employees?				
8	Does UVic have to be informed of any other work the worker might do?				
9	Does UVic control or set the worker’s hours of work?				
10	Does UVic arrange for a substitute if the worker is ill or unable to work?				
11	Does the worker perform the same work as employees of UVic?				
12	Does UVic govern the performance management of this worker?				
13	Does UVic reimburse the worker for expenses?				
14	Does UVic have potential risk of profit or loss (not the worker)?				
15	Is the worker’s activity part of regular UVic activities?				
16	Will the worker be supervising UVic employees?				
17	Does UVic have to consent to the work being subcontracted?				
18	Is the worker to receive regular monthly payments from UVic?				
TOTAL CHECK MARKS - a majority of “Yes” answers in this section will normally indicate an employee relationship.					

(UVic signature of person completing checklist)

(Date)

(Signature of worker/contractor)

(Date)