



West Linn-Wilsonville School District 3Jt

ADMINISTRATION BUILDING
22210 SW Stafford Rd – Tualatin, Oregon 97062

Independent Contractor Determination Worksheet

Business Name: _____

Phone Number: _____ email _____

Please indicate School or Department that is contracting with you: _____

Indicators of Independent Contractor Status		Yes	No
1	Are you employed by another PERS employer OR have you been an employee of the West Linn – Wilsonville School District within the last 18 months (i.e. paid any money by our payroll department)?		
2	Are you doing the same work for this project that you did when employed by the West Linn – Wilsonville School District?		
3	Do you meet the legal definition of an Independent Contractor (ORS 670.600) as evidenced by the ability to certify to a majority of the statements below? Read the statements below: Check Yes or No as to each applies to you. There is no established set point as to whether the number of yes's or no's constitutes an Independent Contractor or Employee – The District will make the final decision		
3a	Provider, in the provision of the services:	Yes	No
	Is free from direction and control over the means and manner of providing the services		
	Is customarily engaged in an independently established business		
	Is licensed under ORS Chapter 671 or 701 as required, and/or is responsible for obtaining any licenses or certificates		
	Pays his/her own business travel expenses		
3b	Provider, in the independence of the service work shall:		
	Maintain a separate business location from the District, which could be a home office		
	Bear the risk of business loss in providing the services, as shown by factors such as: a) enters into fixed-price contract; b) required to correct defective work; c) provides warranty and/or insurances such as indemnification, liability, performance bonds or errors and omissions insurance		
	Determine how the desired results will be achieved		
	Provide services or does similar work for other Agencies/public within a 12 month period, or routinely engages in business advertising, solicitation or other marketing efforts reasonably calculated to obtain new contracts to provide similar services		
	Retain significant control over the means and methods of performing work, including hiring and firing its employees		
3c	Provider has a substantial investment in his/her chosen trade or business such as:		
	Furnish his/her own tools		
	Independently maintain business registrations, professional or occupational licenses (or both)		
	File Federal and State income tax returns in the name of his/her business		

Pursuant to District Board policy GCDA/GDDA, Individuals contracting with the district and their employees who have direct unsupervised contact with students, shall also be required to submit to a nationwide criminal records check and fingerprinting.

Legal Name:

Birthdate:

_____ Yes, I will have unsupervised contact with students

Attach a list of all company employees and birthdates who will have direct, unsupervised contact with students

_____ No, I will not have unsupervised contact with students

Business Office Use Only	Approved by:	Yes	No
The Contractor must be hired as an employee.			
The Contractor may be hired as an independent contractor and paid through the AP Department			