

Example Independent Contractor Response

If the individual has been determined to be an independent contractor, please print this email, obtain applicable signatures, and attach to the requisition.

If the individual has been determined to be an employee, please follow the relevant hiring process through Human Resources.

Submitted on Wednesday, September 4, 2019 - 12:45

Submitted by user: aadas

Submitted values are:

Name of individual service provider (and d/b/a if applicable): Calvin Loven

Before completing this form, please verify that one of the following steps has been taken: I am a customer of the ABSC, and I have emailed adminbsc@uvm.edu

==Q3==

Will the service provider be expected to attend regularly scheduled meetings with UVM employees? no

==Q4==

University include instruction, research, and public service.: no

==Q5==

Is the service provider a guest speaker? no

==Page 7==

==Q6==

Is the service provider listed on a UVM website? no

==Q7==

Does UVM retain the right to tell the worker when/where work is performed? For example, are hours set by UVM (as opposed to letting the individual set their own schedule)? no

==Q8==

Does UVM retain the right to determine the sequence, details or means of work performed? : no

==Q9==

Does UVM provide a high degree of instruction or training to the worker? For example, does UVM provide specific instructions for work? no

==Q10==

Does UVM tell the worker where to purchase supplies and services? not relevant/applicable

==Q11==

Does UVM provide tools, materials, personnel, equipment, office space, or other facilities necessary to perform the service? no

==Q12==

of a project (as opposed to payments regularly made on a weekly or monthly basis)? : yes

==Q13==

If liability insurance is required for this type of work, does UVM provide it for the benefit of the service worker? no

==Q14==

to other institutions? yes

==Q15==

Does the service provider perform a service that is substantially similar to one which any UVM employee currently performs? no

==Independent Contractor Information==

This person is a: (choose one): U.S. citizen (including a U.S. resident alien)

==Signatory/Certifier Information==

Signatory/Certifier Name: Cynthia Forehand

Signatory/Certifier Title: Dean/Vice President/Vice Provost

Department: Graduate College

Signatory/Certifier Phone #: (802) 656-316

Certification: