Employee Classification: Employee vs. Independent Contractor

Worker is considered Employee if:

- Cedarville University controls what work will be done and how the work will be done.
- The worker is subject to detailed instructions about when, where, and how to work.
- A worker is hired with the expectation that the relationship will continue indefinitely rather than for a specific period of time.
- The worker provides services that make up a key aspect of the business’ regular activity.
- A written contract provides Cedarville University with substantial control over worker.
- Worker’s tools and/or office equipment is provided by Cedarville University.
- Cedarville University provides periodic or ongoing training regarding particular procedures to be followed and methods to be used in performing the work.

Worker is considered Independent Contractor if:

- Worker is an independent trade, business, or profession in which they regularly offer their services to the general public.
- Cedarville University has the right to control or direct only the result of the work and not what will be done and how it will be done.
- Worker provides his/her own tools and equipment.
- A written contract that defines final results rather than worker’s job-related responsibilities.
- Under the Pension Protection Act of 2006, proctors who help administer college entrance or placement exams are considered independent contractors.


Complete appropriate Personnel Requisition Form available at [http://www.cedarville.edu/Offices/Human-Resources/Staffing-Procedures.aspx](http://www.cedarville.edu/Offices/Human-Resources/Staffing-Procedures.aspx)

Complete Requisition Form and forward to Accounts Payable (ap@cedarville.edu) for payment.