

3000-1-2 Appendix A

Working Relationship Questionnaire Form

This form is to be completed by the budget manager.

Candidate Name:	
Business/Incorporation #:	
GST #:	

Employee Relationships vs. Independent Contractor

This questionnaire is designed to assist budget managers in the determination of a working relationship as either an employee relationship or an independent contractor relationship, by answering yes or no to the following questions. It is imperative that this questionnaire be completed before the offer of hire is made to the individual and/or company.

Definitions – to assist with answering these two questions:

Employment Relationships – any form of employment relationship including but not limited to: full-time, part-time, project of non-recurring kind, partial load, sessional and temporary (Appendix D).

Educational Services – may include any on of the following: teaching, marking exams, leading tutorials, demonstrating and instructing in labs, developing curriculum, administrative and/or coordination services, lecturing.

Credit Course – a course for credit delivered at a college location in a program of instruction leading to a certificate, diploma or degree issued by the college.

Questions

- Is the candidate currently in an employment relationship with the college?

Yes No
- Will the candidate be providing educational services related to the delivery of a credit course offered by the college at any of its campuses?

Yes No

If either of the above answers are YES, please confer with the Senior Vice President, Strategy and Corporate Services..

If both answers are NO, please continue to question 3.

- | | | | |
|--|----------------------------------|-----------------------------------|------------------------------|
| 3. Who is responsible for setting course curriculum and/or outcomes? | <input type="checkbox"/> College | <input type="checkbox"/> Supplier | <input type="checkbox"/> N/A |
| 4. Who is responsible for planning the delivery to be done? | <input type="checkbox"/> College | <input type="checkbox"/> Supplier | <input type="checkbox"/> N/A |
| 5. Who decides rate and method of payment to the supplier? | <input type="checkbox"/> College | <input type="checkbox"/> Supplier | <input type="checkbox"/> N/A |
| 6. Who decides on the time frames (start and end dates, etc)? | <input type="checkbox"/> College | <input type="checkbox"/> Supplier | <input type="checkbox"/> N/A |
| 7. Who decides on the hours of work? | <input type="checkbox"/> College | <input type="checkbox"/> Supplier | <input type="checkbox"/> N/A |
| 8. Who decides on the work location? | <input type="checkbox"/> College | <input type="checkbox"/> Supplier | <input type="checkbox"/> N/A |
| 9. Who assigns the individual tasks? | <input type="checkbox"/> College | <input type="checkbox"/> Supplier | <input type="checkbox"/> N/A |
| 10. Who supervises the tasks? | <input type="checkbox"/> College | <input type="checkbox"/> Supplier | <input type="checkbox"/> N/A |
| 11. Who sets the standards to be met? | <input type="checkbox"/> College | <input type="checkbox"/> Supplier | <input type="checkbox"/> N/A |
| 12. Who is responsible for training? | <input type="checkbox"/> College | <input type="checkbox"/> Supplier | <input type="checkbox"/> N/A |
| 13. Who covers the related training costs? | <input type="checkbox"/> College | <input type="checkbox"/> Supplier | <input type="checkbox"/> N/A |
| 14. Who decides if the work is to be done by the supplier? | <input type="checkbox"/> College | <input type="checkbox"/> Supplier | <input type="checkbox"/> N/A |
| 15. Who covers office expenses? | <input type="checkbox"/> College | <input type="checkbox"/> Supplier | <input type="checkbox"/> N/A |
| 16. Who covers the cost of liability insurance? | <input type="checkbox"/> College | <input type="checkbox"/> Supplier | <input type="checkbox"/> N/A |
| 17. Who assumes responsibility for the performance of the work? | <input type="checkbox"/> College | <input type="checkbox"/> Supplier | <input type="checkbox"/> N/A |

18. Who guarantees the quality (i.e. student satisfaction) of the work?

- College Supplier N/A

19. Who covers the costs incurred by the supplier in carrying out the work?

- College Supplier N/A

20. Will the college absorb all risk of a financial loss, or reward of profit, with this engagement?

- College Supplier N/A

Please Note: Canada Revenue Agency (CRA) has determined that if a person’s business earns a substantial portion of its gross revenue from a single source (e.g. Lambton College) it is considered to be an employee – employer relationship.

Guidelines

If COLLEGE is selected for one or more of the above questions, then this constitutes an employee – employer relationship and the supplier will be paid as an employee of the college. Please follow college policy on hiring college employees.

If SUPPLIER is selected for all of the above questions, the supplier is a self-employed individual. If the supplier has confirmed that hi/her business does not earn a substantial portion of its gross revenue from a single source (i.e. Lambton College) he/she will be paid as a contract for service. You will fill out the attached Appendix B and follow [Purchasing Policy \(4000-2-1\)](#).

Registered Business #/Vendor Permit #: _____

Corporate of Business Document Attached? ___ Yes ___ No

Supplier’s Signature: _____

Date: _____

Budget Manager’s Signature: _____

Date: _____

IF DETERMINED TO BE AN INDEPENDENT CONTRACTOR – Director, Finance to sign:

Director, Finance Signature: _____

Date: _____

IF DETERMINED TO BE AN EMPLOYEE OF THE COLLEGE - Director, Human Resources is to sign:

Director, Human Resources Signature: _____

Date: _____

cc: Director, Finance; Director, Human Resources