


<p>Name of Policy: Independent contractor status</p> <p>Policy Number: 33625-44</p> <p>Approving Officer: President</p> <p>Responsible Agent: Chief Human Resources Officer</p> <p>Scope: All University of Toledo Campuses</p>	 <p>Effective date: March 8, 2024</p> <p>Original effective date: June 10, 2010</p>
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Keywords

	New policy	X	Minor/technical revision of existing policy
	Major revision of existing policy		Reaffirmation of existing policy

(A) Policy statement

The university of Toledo will classify individual service providers as independent contractors only when there is a reasonable basis for such a determination and in compliance with federal standards. As used in this policy "independent contractor" is defined as any individual service provider who contracts with the university to provide specialized or requested services on an ad hoc or project basis.

(B) Purpose of policy

This policy is to provide guidance for proper determination of independent contractor status for those providing services to the university. It is in the u

(C) Classification Determination

A classification review of an individual service provider as an independent contractor is completed by human resources and such determinations are required prior to service commencement. As required by law, human resources will utilize the internal revenue service's guidance in three key areas: behavioral control, financial control and type of relationship in making the determination on if the service provider qualifies as an independent contractor. It should be a established university position.

An individual service provider properly classified as an independent contractor will be engaged by written agreement through purchasing services. As part of the agreement, the contractor should be required to provide a copy of their tax identification number (TIN) to the university.