

## WORKER CLASSIFICATION PROCEDURE

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*Related Board of Trustees Policy: N/A*

*Approval: January 2013*

*Revision:*

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It is the responsibility of any supervisor who wishes to hire another individual as an independent contractor to first determine if that person should be hired as an employee or an independent contractor. To do so, the supervisor should use the Checklist for Determining Worker Classification Form:

<http://www.cravencc.edu/financialservices/forms/Worker-Classification-Contracted-vs-Employee-Checklist--13-01.doc>

If it is determined that the individual should be hired as an adjunct instructor, the individual should complete the steps required by the Human Resources Department by applying through the Job Center

(<http://www.cravencc.edu/about/departments/hr/index.cfm>).

If it is determined that the individual can be hired as an independent contractor, the completed Checklist for Determining Worker Classification form must be signed by the supervisor and sent to the Procurement Officer in the Financial Services Department. The independent contractor should also complete and sign the CCC-Vendor Information Form (<http://www.cravencc.edu/facultyandstaff/forms/index.cfm>) and return this form to the Procurement Officer in the Financial Services office.

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