



INDEPENDENT CONTRACTOR CHECKLIST

(Required for all contracts with an Individual)

Please complete this checklist to assist us in determining whether an individual is appropriate for a consultant relationship as an independent contractor with Old Westbury.

EMPLOYEES and STUDENTS of Old Westbury cannot be hired as an Independent Contractor.

Insert Y for Yes or N for No. If any boxes have an "N", contact the Purchasing Department.

NAME OF INDEPENDENT CONTRACTOR: _____

Independent Contractor is not currently an EMPLOYEE or a STUDENT of Old Westbury (OW). (EMPLOYEES and STUDENTS of Old Westbury may not be hired as an Independent Contractor, STOP HERE).

Independent Contractor is not a former employee of OW.

Independent Contractor operates as a business and holds itself out to the public as a provider of the type of services it is performing for Old Westbury.

Independent Contractor requires no training by OW and OW provides no training to Independent Contractor.

Independent Contractor performs some or all of the services or project at a location outside of Old Westbury premises.

Independent Contractor supplies his/her own equipment or materials.

Independent Contractor has the right to control the day-to-day aspects of the project, as well as the manner, method and means by which the project is completed, including delegation to its own staff, setting work hours, etc.

Independent Contractor invoices OW to be paid for services.

Independent Contractor is not held out to third parties as an employee of OW.

Independent Contractor is not required to report to anyone at OW or attend regular department meetings and makes his/her own schedule.

Independent Contractor is free to perform similar work for others as well as for OW.