



Worksheet

Sponsoring Department: _____

Name of department employee filling out this worksheet: _____

Signature of department employee filling out this worksheet: _____

Phone Number of Employee Completing form: _____

Name of Service Provider: _____

Description of Services to be provided (be Specific):

Yes **No**

- | | | |
|-----|-----|--|
| ___ | ___ | 1. The service provider can set his/her own work hours. |
| ___ | ___ | 2. The service provider is paid by the job or on a straight commission. |
| ___ | ___ | 3. The service provider furnishes his/her own tools and materials necessary to complete the job. |
| ___ | ___ | 4. The service provider agrees to complete a specific job and is responsible for its satisfactory completion, or is legally obligated to make good for failure to complete it. |
| ___ | ___ | 5. The service provider can work when and for whom he/she chooses. The worker is not required to work or to be available full-time. |
| ___ | ___ | 6. The service provider will determine the means by which the work results are achieved. |
| ___ | ___ | 7. The service provider will use his/her own methods to perform services and will receive no training from BMC. |
| ___ | ___ | 8. The service provider can hire, supervise and pay assistants under a contract that requires him/her to provide material and labor and to be responsible for the results. |
| ___ | ___ | 9. The service provider is free to provide his/her services to two or more unrelated clients or firms at the same time. |

- ___ ___ 10. The service provider makes his/her services available to the general public as part of a trade or business.
- ___ ___ 11. The service provider will perform a service that is a key aspect of the company's normal business activity.
- ___ ___ 12. The service provider will perform the services on the premises of Boston Medical Center.
- ___ ___ 13. The service provider can perform the services under consideration at any site (i.e., it is not necessary for the service provider to perform the services on the premises of Boston Medical Center).
- ___ ___ 14. There are employees of Boston Medical Center who provide similar work to that to be performed by the service provider.
- ___ ___ 15. Is it currently expected that the service provider will be hired as an employee immediately following the termination of the services under consideration.
- ___ ___ 16. Is it currently expected that, in the foreseeable future, an employee will be hired to perform the services that are to be performed by the service provider.

The worker/position above is classified as: <input type="checkbox"/> EMPLOYEE (check one box)
<input type="checkbox"/> INDEPENDENT CONTRACTOR
Human Resource Dept: _____ Date: _____

Please return this form to: _____

Fax Number: _____