

Independent Contractor Quick Facts

1. The individual should have a history of offering and performing similar services to other organizations and being paid for such work as an Independent Contractor (“IC”).
2. The individual may not be a current Pacific student or current employee.
3. The work to be performed should not be related to usual course of business, including, for example, teaching, research, course planning, and coaching.
4. If a former employee, the individual must meet the general requirements for IC status and may not perform the same work performed as an employee within the prior twelve (12) months.
5. The individual should possess special knowledge and special abilities not generally available within, and the services provided should not be comparable to, those performed by other employees.
6. The individual should not manage or be directly managed by Pacific employees (note: collaborating is not managing).
7. The individual should generally not be assigned office space or require administrative services provided by Pacific.
8. The services should be:
 - a. Project driven, and
 - b. Provided on an intermittent basis, as required over a short term.
9. IC status should be determined before any work has begun.
10. The final determination of IC status is based upon California’s ABC Test, as well as the IRS Test for IC determinations.
11. In order to avoid significant financial liability and violation of state and Federal laws and regulations, it is important that careful consideration is given when making IC determinations.
12. If the request does not qualify for IC status, please work with the HR Business Partner, as needed, to determine other possible classifications.

There are other options available if it is determined that your request does not meet IC requirements. These options include:

- Temporary employee
- Temporary employee, Honoraria (payment via one lump sum)
- Regular employee
- Vendor

Human Resources Can Assist With Questions