

California State University, Long Beach Research Foundation Engagement of Independent Contractors Policy and Procedure

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ALL INDEPENDENT CONTRACTOR AGREEMENTS MUST BE APPROVED IN ADVANCE BY THE RESEARCH FOUNDATION HUMAN RESOURCES DEPARTMENT PRIOR TO THE COMMENCEMENT OF ANY SERVICES BY THE INDEPENDENT CONTRACTOR

BACKGROUND AND DEFINITIONS

Occasionally, there may be need for short professional services that cannot be performed by existing employees. The use of an independent contractor may satisfy this need in some qualified situations. Although the classification of independent contractor is not clearly defined by federal or state taxing agencies (i.e. the Internal Revenue Service (IRS) and the Employment Development Department (EDD) respectively) we have set forth the following guidelines to aid in the appropriate use of independent contractors.

Independent Contractor- An independent contractor is an individual or entity that is not affiliated with the University (CSULB), or the CSULB Research Foundation, hereby referred to as Research Foundation, who is providing primarily professional

POLICY

The following statements outline the CSULB Research Foundation policy for the use of independent contractors:

- The Independent Contractor Agreement must be submitted to Research Foundation Human Resources a minimum of five (5) business days prior to the requested start date of the contract.
- The services of independent contractors may only be secured when a determination has been made by the Research Foundation Human Resources Department that the services to be performed and the individual performing the services meet the guidelines of this policy, and when the appropriate Research Foundation Independent Contractor Agreement has been approved by the Research Foundation.

