

LOYALIST COLLEGE  
POLICY & PROCEDURE MANUAL

**GUIDELINE TO ESTABLISHING EMPLOYER/EMPLOYEE RELATIONSHIP**

<b><i>Please check appropriate box.</i></b>	<b>College</b>	<b>Supplier</b>	<b>N/A</b>
Who is responsible for setting course curriculum/outcomes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Who is responsible for planning the delivery to be done?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Who decides rate and method of payment to the supplier?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Who decides on the time frames (start-end dates, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Who decides on the hours of work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Who decides on the work location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Who assigns the individual tasks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Who supervises the tasks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Who sets the standards to be met?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Who is responsible for training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Who covers the related costs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Who decides if the work is to be done by the supplier himself?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Who hires helpers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Who supplies the materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Who supplies the small tools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Who covers tool maintenance costs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Who supplies the heavy equipment or covers its rental costs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Who supplies the specialized equipment or covers its rental costs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Who has invested in the equipment and tools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Who covers the cost of damage to equipment or materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Who covers offices expenses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Who covers rental costs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Who covers delivery and shipping costs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Who covers the costs of liability insurance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Who covers costs related to bad debts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Who assumes responsibility for ensuring that guarantees relating to Materials are honoured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Who assumes responsibility for the performance of the work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Who guarantees the quality (e.g. student satisfaction) of the work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Who covers the costs incurred by the supplier in carrying out the work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Who covers the costs of the supplier's benefits (paid vacation, sick Leave, life insurance premiums, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Totals</b>	<b>College</b>	<b>Supplier</b>	<b>N/A</b>

**Outcome:**

- This constitutes an employee/employer relationship and the supplier will be paid as an employee of the College.

**OR**

- The supplier is a self-employed individual, **has confirmed that his/her business does not earn a substantial portion of its gross revenue from a single source (i.e. Loyalist College)** and will be paid as a contract for services.

**Registered Business #/Vendor Permit #:** \_\_\_\_\_

**Corporate or Business Documentation attached:** \_\_\_\_\_

\_\_\_\_\_  
**Supplier's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Manager/Director's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Director, Financial Services Signature**

\_\_\_\_\_  
**Date**