

## Independent Contractor Services FAQ

**Q: For what types of work would I expect to use an independent contractor agreement?**

**A:** Typically, an independent contractor is hired for short term work, such as a guest speaker, performer, consultant, or other short term work. An independent contractor would not be used for instances where a person is hired to be at the campus every week for a set number of hours (e.g. music specialist hired to help teach class every Tuesday all year long). Please check with Human Resources if you have any questions about whether a person qualifies as an independent contractor.

**Q: What other guidance is there help me determine if a vendor should be considered an independent contractor?**

**A:** Review the IRS ABC test. The ABC test is located in the shared google standard forms folder.

**Q: How fast can the paperwork be processed?**

**A:** Please submit documents **a minimum of three weeks before the intended start date**. This allows time for fingerprint clearance, contract review and insurance document corrections to be approved before work begins. On rare occasions, the process may take longer than three weeks. LVUSD has no control over the how fast the FBI and DOJ report LiveScan results.

For independent contractors that will be working outside of the MPR, they will likely be need fingerprint and TB clearances. Please work directly with Felicia Esqueda to have the employees of the independent contractor cleared. Any questions related to the fingerprint/TB clearances should be directed to Felciia Esqueda and Hallie Chambers.

**Q: When do I submit the purchase order (PO2W)?**

**A:** The Purchase Order must include the fully executed agreement and include the insurance. Please send the agreement, W9 and insurance with endorsement to Kelly Beder well in advance of when you need to submit the purchase order through the system. Approvals can sometimes take a few weeks. The purchase order must be approved before the independent contractor begins work.

**Q: How do I make sure the Independent Contractor gets paid?**

**A:** Send the invoice to accounts payable (not to the purchasing dept.) to begin the IN process.

## Helpful Tips

As a general rule:

- A TB assessment will be required if the Independent Contractor is on campus for more than eight hours in a school year.
- Fingerprints will be required if the Independent Contractor is working with students in a classroom, individually or in small group setting. (This does not apply to large group assemblies in MPR or other large public area.)
- Contact Hallie Chambers or Felicia Esqueda if you are unsure whether TB/Fingerprint clearance is needed.

When completing a new Independent Contractor Service Agreement, encourage the Independent Contractor to set the term end date on June 30th of the current school year. This will allow any LVUSD site to complete an Addendum Agreement for additional work in the same school year.

New Independent Contractor Service Agreements will be required at the beginning of each school year. Those with current fingerprint and/or TB clearance **might not need to be cleared/tested again**, but the vendor **will** fill out a new Service Agreement.

While the Insurance forms may look complicated, insurance companies should be very familiar with the paperwork. If necessary, send a copy of the LVUSD sample in the Google folder to the Independent Contractor, so they can share it with their insurance company.

There may be certain circumstances where the Independent Contractor has TB clearance and LiveScan already on file (such as a Enrichment provider). If the Independent Contractor says they have been fingerprinted/TB tested for LVUSD but are not on the Google form, email Felicia to confirm.

### Q: Who do I contact if I have a question?

For Questions about...	Contact
Independent Contractor Agreement/Addendum	Kelly Beder (x 271)
Fingerprints/TB Clearance	Felicia Esqueda – prefers email (x 213)
Insurance Documents	Kelly Beder (x 271)
Purchase Orders	Tracy Cox (x 202)
Invoices	A-E – Maria Castro-Escalante (x 235) F – L – Ariane Chen (x 237) M-Z – Tammy Ventry (x 204)