

# Seattle Pacific University

## Independent Contractor Hiring Policy and Procedures

### Introduction

Seattle Pacific University (SPU) requires that employees hiring independent contractors for work on Federal or other grant related projects conform with [IRS guidelines](#) defining Independent Contractors. The [Office of Sponsored Programs](#) (OSP) prepares Independent Contractor Agreements for Principle Investigators who wish to hire independent contractors in support of grant related work. For non-grant related hiring please contact the SPU Human Resources Department.

### Policy

1. Contract Signature Authority. OSP prepares all grant related contracts for SPU. The Director of OSP serves as the Authorized Organizational Representative (AOR) and Sponsored Research Officer (SRO) and is the only University Official authorized to create, review and sign grant related contracts on behalf of the University.
2. Independent Contractor Review. Independent Contractors must meet all IRS criteria prior to beginning any grant related work on behalf of SPU. The Office of Sponsored Programs in Collaboration with the Director of Human Resources is responsible for determining if persons meet the [IRS definition](#) of Independent Contractors. Principle Investigators are required to confirm this status with the Director of the Office of Sponsored Programs before any hiring discussions are initiated.
3. Independent Contractor Agreement. Once a person has been approved as an Independent Contractor the OSP Director will work with the PI to create an Independent Contractor Agreement tailored to their specific needs. Independent Contractors may not be hired or begin work until this contract has been approved and signed by the OSP AOR. Review of Independent Contractor Agreements includes but is not limited to the following:
  - a. Review and describe the Independent Contractor background, experience, skills, and training to ensure that they are an appropriate match for the defined work.
  - b. Review and describe the Scope of Work and expertise of the Independent Contractor to ensure that payment requests are appropriate.
  - c. Review and confirm that the Independent Contractor is not debarred, suspended, or otherwise restricted from working on Federal contracts or grants.
  - d. Review, approval, and agreement that the person hired meets IRS criteria to serve as an Independent Contractor including a statement of the Independent Contractors Tax liability.
4. Payments. All grant related payments are reviewed and approved by the OSP AOR prior to processing by the Finance Department. As part of this review Independent Contractor Agreements will be confirmed and reviewed by the AOR prior to approving any payment.

5. Closeout. At the end of the grant period the PI will confirm that the Independent Contractor has met the requirements of the Independent Contractor Agreement. Should there be any outstanding work required the PI will inform the OSP who will work with the PI and Independent Contractor to close out any remaining work.

### **Sources**

Independent Contractor (Self-Employed) or Employee?. Available at IRS.gov

(<https://www.irs.gov/businesses/small-businesses-self-employed/independent-contractor-self-employed-or-employee>)

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