

UIC POLICIES AND PROCEDURES

		NUMBER
		205
MANUAL	SECTION	PAGE
Human Resources	Employment	1 of 2
SUBJECT		EFFECTIVE
Consultants and Independent Contractors		04/01/1997
		REVISED
		09/01/2013
ISSUED BY	APPROVED BY	
Assistant Vice President for Human Resources	Chancellor	

PURPOSE

To identify and define the status of consultants and independent contractors, to establish responsibility for the review, submission, and processing of consulting agreements and paperwork, and to ensure conformance with University of Illinois Employment policies and required clearances.

SOURCES AND BACKGROUND

Business and Financial Policy and Procedures Manual

APPLICABILITY

Departments and units hiring consultants or independent contractors

POLICY

The services of consultants or contractors may be secured to accomplish objectives of the University when such services are specialized, highly technical, and cannot be economically or satisfactorily performed by University employees as part of their normal duties. Consultants should be used for specific tasks and for explicit limited periods of time. Consultants should be independent contractors who are not employees of the University of Illinois. If any of the following conditions exist, a contractor/consultant agreement would not be appropriate:

- the services to be provided by the contractor/consultant are the same as provided by a University employee;
- the contractor/consultant has received compensation from the University as an employee within the preceding 12 months;
- the University will direct how the contractor/consultant will perform or accomplish the service, and/or;
- the contractor/consultant will supervise or direct University employees as part of the service provided.

PROCEDURES

RESPONSIBILITY

1. Hiring Official

ACTION

Reviews the work to be done, taking into account the policy criteria, and determines if the work to be done should be done by a consulting

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		NUMBER
		205
MANUAL	SECTION	PAGE
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agreement or an appointment. Follows the appropriate appointment procedures, if an appointment is recommended. Completes the contractor/consultant agreement form and sends it to the Director of Purchases in the Purchasing Division of the Office of Business and Financial Services, if a consulting agreement is determined.

2. Director of Purchasing

Reviews and determines whether a) it is appropriately a consulting agreement to be processed accordingly or b) whether additional review is needed by the Director of Employment Services. Advises the hiring official to consult with the Director of Employment Services in the later instance.

3. UIC Human Resources, Director of Employment Services

Discusses the requirement with the hiring official. If a consulting agreement is appropriate, advises hiring official and Purchasing to a) process the agreement, if it is determined to be a consulting agreement or b) notify the hiring official that an employee – employer relationship exists and recommends an employment appointment.

4. Hiring Official

Contacts the appropriate Human Resources officer to initiate the process.