

**ARTICLE VIII: COURSE AND VENDOR CONTRACTS**  
**Section 1.**

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**Section 1. Protocol and Procedures for Contracts**  
**Policy 1.4: Employee - Independent Contractor**  
**Issued: March 1, 2010**

**Guidelines for Selection of Professional and Artistic Services Contractor**

- A determination is made that the services cannot be performed more economically or satisfactorily through the University employment process.
- Avoid Conflict of Interest. The following contractors are prohibited from contracting with the University: members of the General Assembly; elected state officers; state employees (unless certain conditions are met - see below); members of The Board of Trustees; University officers and employees; and, in every case, their spouse, parents, and children. In the case of University officers, employees, and their families, an exception can be made by the President of the University or delegate if the contract is deemed essential to University operational, research, or academic needs. See the Higher Education Procurement Rules, Section 526.5013 for more details.
- It is the responsibility of the University to properly classify an individual as a contractor or an employee. The Internal Revenue Service (IRS) may impose penalties on an employer that fails to correctly classify an individual as an employee and thereby fails to withhold the required income and employment taxes. Departments should contact the Office of Human Resources for information and assistance on determining independent contractor versus employee status.
- The University employment contract provides that intra-