

SAMPLE: Working With Independent Contractors

From Hot Docs Policies & Procedures Manual

Note: the following information can be used in a human resource manual to differentiate between staff, non-staff and independent contractors and can be used to clarify payment and invoicing. For more information on determining what constitutes an employee or self-employed individual, visit Revenue Canada www.cra-arc.gc.ca and search for their publication: RC4110 *Employee or Self-Employed?*

In this manual the term "staff" is intended to include both employees and independent contractors. Where provisions do not apply to both, the term "employee" or "independent contractor" is used.

No payment in respect of salaries or fees shall be made until a properly executed agreement is obtained. Employment and services agreements shall be for a term of one year or less, ending at the latest on the final day of the current fiscal year of the Festival (unless otherwise stipulated). Agreements for employment and for contractual services are of a standard form. Job opportunities within the Festival should always be posted internally.

All potential employees should be prepared to, upon request, present proof of eligibility to work in Canada.

Independent Contractors are required to submit a separate invoice for each payment (including G.S.T. amount and Social Insurance Number).

The legal aspects of health and safety including workplace injuries are governed by legislation and are subject to change. For definitive rules on health and safety and legal aspects of injury and health and safety, consult a labour lawyer or human resources specialist and refer them to the Ontario Ministry of Labour (www.labour.gov.on.ca).