

**COAST COMMUNITY COLLEGE DISTRICT**  
**CHECKLIST TO DETERMINE WHETHER TO USE**  
**INDEPENDENT CONTRACTOR AGREEMENT**  
**OR**  
**PROFESSIONAL EXPERT AGREEMENT**

Please check **yes or no** for each of the following:

1. Is the person to be hired able to determine the specific hours and timing and details of performing the services required by District without specific daily supervision by the District? Yes  No
2. Is the person to be hired required to provide, at his/her expense, the items necessary to perform the services such as the tools, material, equipment, and supplies? Yes  No
3. Is the person being hired in conjunction with a specific limited term project? Yes  No
4. Will the District and/or the project special funding determine and control the means and methods by which the individual performs his or her duties? Yes  No
5. Will the person being hired be required to be at the District during specific hours and/or be required to work directly with the supervision of District employees? Yes  No

CCCD STANDARD INDEPENDENT CONTRACTOR AGREEMENT SHOULD BE USED if items 1 and 2 are checked **yes** and items 3, 4 and 5 are checked **no**.

CCCD STANDARD PROFESSIONAL EXPERT AGREEMENT SHOULD BE USED if items 1 and 2 are checked **no** and items 3, 4 and 5 are checked **yes**.

*Maximum Contract Term Length for Professional Expert Agreements is one (1) full fiscal year*  
*Example: July 1, 2008 through June 30, 2009*

If your campus requires a Professional Expert's services for more than one (1) full fiscal year, then a new Professional Expert Agreement (or amendment) will be required for each year their services are required.

All Professional Expert Agreements require board approval prior to the commencement of services by the party hired.

*\*\* This checklist must be attached to the Professional Expert Agreement when securing District signature. \*\**

## **(DISTRICT HUMAN RESOURCES GUIDANCE)**

### **Hiring Procedure for Professional Experts**

- 1) Professional Experts must complete a classified new hire packet as they are paid via the classified payroll system with gross earnings subject to statutory deductions.
- 2) Professional Experts will be placed on the TT – Temporary Support/Professional Experts Salary Schedule using the unit rate of pay. You may structure their pay as a monthly payment or you may require the submittal of a timecard.
- 3) A new hire Personnel Action Form (PAF), the new hire packet and the Professional Expert Agreement must be forwarded to campus Personnel for processing and Board Approval.