



## Type of Hires:

### Employee

---

Typically performs work that is a regular part of a company's business. Employee usually has regularly scheduled hours, works at the employer's place of business, and receives training and direction from the Company, receives an hourly wage or salary and are subject to discipline by the company.

### Part Time Employee

---

- Normally scheduled to work less than 30 hours per week
- Hours determined are at the sole discretion of the employer
- Not benefit eligible
- Are not considered temporary or on call

Hire requirements:

1. CPC standard employing hiring process
2. On boarding through Paychex

### On Call Employee

---

- Employed on an 'as-needed' basis for a nonspecific period.
- Employment in this class will be re-evaluated no less than 180 days to determine if the employment relationship will be continued

Hire requirements:

1. CPC standard employing hiring process
2. On boarding through Paychex



## Independent Contractor

---

- Someone who is in business for himself or herself
- Perform work that requires a specialized skill or trade that is not part of a company's regular business
- Work for multiple customers
- Set their own fees
- Determine how and when the work is to be done
- Free from the control and direction of the hiring entity
- Must reside 50 miles or less from CPC Campus

Hire requirements:

1. W-9
2. Signed Contract by Vendor Representative, Ministry Pastor and Executive Director
3. General Liability Insurance AND Workers Comp - \$1M Limit
4. LiveScan Fingerprint Background Required for Facilities Use (if applicable)
5. Business License

## Honorarium/Guest Artist

---

- A voluntary payment that is given to a person providing services meriting compensation
- Payment amount to recipient is at the discretion of the payer
- Amount should be determined by taking into account the effort and expenses of person (expenses including lodging, meals, traveling, etc.)
- *Made on a special or non-routine basis to an individual that is not an employee*
- Taxable income

Payment Requirement:

1. Approval
2. W-9
3. Submit Payment Request Form to Accounting