



# LIFECHURCH.TV

<b>Subject:</b> Independent Contractor Policy		
<b>Effective Date:</b> 8/1/08	<b>Department:</b> All	<b>Page</b> 1 of 1
<b>Revised Date:</b> NA		

## **PURPOSE:**

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To ensure proper classification of worker as employee or independent contractor.

## **RESOURCES:**

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- Independent Contractor Checklist
- Cannot List for Independent Contractors

## **POLICY/PROCEDURES:**

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1. Any Independent Contractor will need to be approved through HR.
2. The following are common Independent Contractor roles:
  - a. Sound Technician, Sound Engineer, Sound Board, Sound for Broadcast Team, Audio Technician
  - b. Lighting Technician
  - c. Media Shout Operator, CG Operator, Pro-Presenter
  - d. Band Member (back-up vocals and instrumental)
  - e. Security Officer
3. Any Independent Contractor which does not fall into one of the above categories will need to be assessed by Human Resources to determine classification.
4. Team Leader should complete the Individual Contractor Checklist and submit the checklist to HR ([hr@lifechurch.tv](mailto:hr@lifechurch.tv)) for review and approval.
5. HR will send the approved checklist directly to the Contracts Coordinator and copy the requesting Team Leader.
6. Contracts Coordinator will create an individualized Independent Contractor Agreement and will send to Team Leader.
7. Upon Team Leader receipt of Independent Contractor Agreement, Team Leader is responsible for obtaining signature of independent contractor
8. Team Leader will send signed agreement and completed W9 to Contracts Coordinator.