

SUBJECT: CONTRACTS FOR SERVICE WITH UNBC EMPLOYEES**1. Scope**

This policy applies to contracts with employees at the University of Northern British Columbia's Prince George campus and Regional campuses. The University of Northern British Columbia is obliged to follow the rules and guidelines established by Revenue Canada in determining whether work is performed by a "contractor" or as an "employee"¹. The University is required to uphold Collective Agreements and other Employee Handbooks.

2. Authority

This policy is issued under the authority of the President's Council.

3. Responsibility

It shall be the responsibility of the Director of Human Resources, the Controller and the Purchasing Manager to ensure compliance of the policy when contracts are requested.

4. Policy

The Purchasing policy prohibits the purchase of goods and services from UNBC employees. A personal service contract is a purchase of services.

Unless a specific waiver of policy has been granted in advance by the Vice-President (Business & Finance), the University will NOT enter into contracts for service with individuals who are also employees of the University, even if payment is from a research grant, PD account or special purpose fund. This includes (but is not limited to) situations such as:

- invigilating exams;
- typing of manuscripts, grant proposals, etc.; and
- transcribing or taking minutes

Where permission has been granted, an employee of the University engaged to provide services through a contract would be paid through the Payroll office at the appropriate rate. The following steps are to be taken:

- confirm with the person that they are willing and able to complete the required work;
- contact the person's supervisor and make them aware that the work will be performed after regular hours and paid at overtime rates;
- complete the necessary paperwork (available from the Human Resources Department); and
- when the work has been completed, submit a properly signed off time sheet noting the account the wage expenses are to be charged.

¹ For detailed information on determining whether an employee-employer relationship exists, please contact the Human Resources department.

5. Form of Payment

To ensure proper reporting on T4's, employment income must be processed through the HR/Payroll system and will not be paid through invoices/cheque requisitions submitted to Accounts Payable. Work performed on a Contract for Services that was prepared in advance, will be paid upon submission of invoices to Accounts Payable. Such payments will be reported on T4A's.