



## Independent Contractor Submission Form

Pursuant to Rule 11.4 of the *Rules and Regulations* of the Personnel Board of Jefferson County, appropriate documentation and a copy of the contract must be provided with the submission of this form. If sufficient information is not received, the Board may request additional documentation, return the contract or recommend denial of the contract. Submission of this form simply allows the Board to begin the Independent Contractor Review process and does not imply that information is all inclusive or that a contract will be approved. Questions should be directed to [classandcomp@pbjcal.org](mailto:classandcomp@pbjcal.org). **NOTE:** If a contract is, in accordance with Policy 2015-002 of the Personnel Board, related to the construction of viaducts, bridges, streets, sewers, canals, public building or public utilities, then the contract is exempt from Personnel Board review.

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Contractor Name: \_\_\_\_\_

Amount of Contract: \_\_\_\_\_

Contract Term (in years): \_\_\_\_\_

1. Does this contract containing a staffing component/service?  Yes  No\*  
\* If the contract does not include a staffing component (e.g., the contract is for software), then submission of the contract to the Personnel Board for review is not necessary.

2. Please indicate whether the staffing component of the work in this contract is:  
 Continuous (i.e., the work being performed is reasonably expected to continue indefinitely).  
 Temporary\* (i.e., the work to be performed is temporary in nature and has a defined start and end date).  
Please note this does not refer to the term of the contract, but refers to the nature of the work being performed through the contract.  
**\*If you indicated "temporary" above,** indicate start and end date of the work and explain the temporary nature of the work:

3. Regardless of whether the work to be contracted is continuous or temporary, please indicate whether the work is:  
 Consistently performed (i.e., regardless of the amount of time needed to perform the work, the work must be performed on a *reasonably regular basis*).  
 Sporadically performed\* (i.e., the work is performed on an irregular, intermittent or limited basis as needed).  
**\*If you indicated "sporadically performed" above,** please describe the sporadic nature of the work:

4. Does the staffing component of this contract overlap with work performed by any Merit System job class(es)?  Yes  No\*

**If you indicated "No,"** in the space below please describe the nature of work:

5. The work/service to be performed under this contract: (indicate most appropriate response)

- has not been performed prior to the establishment of this contract.  
 has been performed previously through other contracts.  
 has been performed previously by Merit System employees.

6. Is this type of work customarily given by public sector agencies to independent contractors?  Yes\*  No

**\*If you indicated "Yes,"** in the space below please provide the names of other public sector agencies that contract similar services.

7. Does the work to be performed through the contract require equipment and/or facilities not currently possessed by your City/County/Agency?  Yes\*  No

**\*If you indicated "Yes,"** in the space below please indicate the type of facilities or equipment needed to perform the work.

8. Does your organization contend that it is more cost effective to provide these services through contract rather than with in-house staff?  Yes\*  No

**\*If you indicated "Yes,"** please attach documentation outlining the in-house and contract costs to support this assertion.

Form completed by (name): \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Jurisdiction (City/County/Agency): \_\_\_\_\_

Appointing Authority Signature: \_\_\_\_\_ Date: \_\_\_\_\_