

GRANT MACEWAN UNIVERSITY

POLICY MANUAL

Contracting for Services with Independent Contractors

D4020

Office of Administrative Responsibility: director, Procurement and Contract Services

1. **POLICY**

MacEwan University (the “University”) may periodically engage Independent Contractors to deliver defined services in support of University business and shall ensure that applicable contracts are executed that define the roles, responsibilities, and legal and business terms of the relationship between the University and the Independent Contractor.

2. **RATIONALE AND GUIDING PRINCIPLES**

2.1. **Purpose**

The purpose of this policy is to ensure that there is a consistent practice across the University with respect to contracting with Independent Contractors for the provision of services.

2.2. **Rationale and Guiding Principles**

2.2.1. When considered in conjunction with [Policy D1060 Worker Status Determination](#), this policy promotes consistent practice for the engagement of Independent Contractors that are determined not Employees of the University.

2.2.2. This policy promotes consistent practice across the University through use of approved contract templates, centralized contract management, and support from Procurement and Contract Services.

2.2.3. This policy also assists in determining the appropriate method of payment for services provided to the University by Independent Contractors through Procurement and Contract Services and Financial Services (Accounts Payable).

3. **SCOPE AND DEFINITIONS**

3.1. **Scope**

This policy applies to Accountable Individuals who engage or approve the retention of Independent Contractors after the implementation of this Policy.

3.2. **Definitions**

3.2.1. **Accountable Individual** means the person responsible for the hiring or retention of a Worker and the determination of the Worker’s relationship with MacEwan University

3.2.2. **Contract** is an obligation entered into by the University for services by way of a standard contract for services approved by the General Counsel.

3.2.3. **Employee** means an employee of the Board of Governors of Grant MacEwan University hired to perform services for MacEwan University.

3.2.4. **Independent Contractor** means a person (individual or other entity), other than an Employee, retained by the Board of Governors of Grant MacEwan

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University, either directly or through a corporation, to perform services for MacEwan University.

- 3.2.5. **Executive Officer** means the president, vice-presidents and equivalent positions
- 3.2.6. **Officer means** associate vice-presidents, deans, directors and equivalent positions
- 3.2.7. **Worker** means either an Employee or an Independent Contractor.

4. REGULATIONS

- 4.1. All Accountable Individuals who engage Independent Contractors to perform services for or on behalf of the University shall follow a consistent process for contracting prior to the commencement of the services.
- 4.2. Authorization of Contracts shall be in accordance with the authority as identified by policy [*D3700 Delegation of Responsibilities and Authorities*](#).
- 4.3. Procurement and Contract Services shall provide assistance and support for the development of Contracts, as outlined in procedure [*D4020-1 Contracting for Services with Independent Contractors*](#).
- 4.4. The contracting process is to be processed by Procurement and Contract Services, and service fees are to be invoiced by the Independent Contractor with payments processed by accounts payable.
- 4.5. The office of record for filing and maintenance of Contracts with Independent Contractors shall be Procurement and Contract Services.
- 4.6. **Related Procedures**
 - 4.6.1. [*D4020-1 – Contracting for Services with Independent Contractors*](#)
- 4.7. **Roles and Responsibilities**

It is the responsibility of the Accountable Individual to determine the content of the Contract and complete and approve the applicable Contract when retaining Independent Contractors to complete services for the University.
- 4.8. Responsibility for compliance with MacEwan University's policies and procedures extends to all members of the MacEwan University community. Non-compliance may create risk for MacEwan University and will be addressed accordingly (see clause 4.5.1 "Respect for the law and University governance" of the University's policy [*D1200 Code of Conduct - Employees*](#) for additional guidance).

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FACT SHEET

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References and acknowledgements:

Authorization

Office of Accountability: vice-president, Finance and Administration
Office of Administrative Responsibility: director, Procurement and Contract Services
Approved by: Board of Governors
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Related Matters

Related Procedures: [D4020 – 1 Contracting for Services with Independent Contractors](#)
Related guidelines/ manuals, forms: [Independent Contractor Information Confidentiality Undertaking Form](#)
Related topics:
Related policies: [D1060 – Worker Status Determination](#)
[D3700 – Delegation of Responsibilities and Authorities](#)
[D4000 Procurement](#)