

## Independent Contractor Resources

Resources for independent contractors shall only be assigned in appropriate circumstances as necessary for the completion of contracted works or services. For additional clarifications and routing instructions, consult the attached Independent Contractor Resource Guidance document.

- ☐ SCSU Email (other services, file space, or software require special permission using † Other option)
- ☐ Desktop Phone
- ☐ Computer, tablet, or other computing technology
- ☐ Keys (dorm room admittance requires special permission using † Other option)
- ☐ Office or Storage Space
- ☐ † Other (provide detailed description and route to Human Resources):

By signing below, I acknowledge that St. Cloud State University (SCSU) is providing minimal resources as necessary to perform contracted services and that I must use these resources in accordance with SCSU and Minnesota State policies and procedures which can be found on the SCSU and Minnesota State policy websites. I further understand that it is my responsibility to ensure that in using these resources I do not give the impression that I am acting on the authority of SCSU and that I must notify clients or third parties that I am an independent contractor and not an agent of SCSU.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Independent Contractor (having a signed agreement with SCSU)

\_\_\_\_\_  
Date

By signing below, I acknowledge that I am responsible for approving the resources selected and have determined that it is permissible to proceed with assigning, establishing, or implementing these resources.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
SCSU Supervisor (Overseeing Contracted Work)

\_\_\_\_\_  
Date

† By signing below, I acknowledge that I have consulted with the approving supervisor about “Other” resources requested and have determined that it is permissible to proceed with assigning, establishing, or implementing these resources without changing the status of the independent contractor.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
SCSU Chief Human Resource Officer

\_\_\_\_\_  
Date

## **Independent Contractor Resource Guidance**

**Assigning resources to independent contractors should be minimal. Some minor allowable resources have been identified, but should only be sought when necessary for a legitimate university purpose and should only be used for the contracted work or service being provided. Other resources must be evaluated on a case by case basis.**

### **Routing the form:**

Email – route form signed by independent contractor and supervisor to the Registrar to set up in ISRS. Registrar shall work with I.T. to set up the supplemental email account. I.T. Accounts Specialist shall establish procedures to identify when the independent contractor is no longer providing service and shall deactivate upon contract end.

Phone – route form signed by independent contractor and supervisor to the I.T. Telecommunications Support person.

Computer – route form signed by independent contractor and supervisor to the Deputy CIO.

Keys – route form signed by independent contractor and supervisor, along with a Key and Access Request form to the current Associate Director of Public Safety.

Other – route form signed by independent contractor and supervisor to the Chief Human Resources Officer (CHRO) who will analyze the request and coordinate with I.T., Risk Management, and others as needed to determine if the request can be met. The CHRO will sign and route the form to get the resources set up if approved. If not approved, the CHRO will not sign the form, but will mark the form as “Not Approved.” The CHRO will return the completed form to the signing supervisor for retention.

\*\*\*The signing supervisor shall maintain and destroy the final signed copy according to their department, program, or the university’s retention schedule.

### **Acceptable Use:**

- Independent contractors must provide their own equipment and resources whenever possible.
- Resources may be used for purposes related to contracted work such as recruiting students, attaining site locations, conducting research related to class curriculum or development, temporarily storing equipment or class models, etc.
- Resources must be used in a manner that follows SCSU and Minnesota State policies and procedures, as well as SCSU and Minnesota State safety and security protocols such as locking computers not in use or not borrowing keys to other individuals.
- Access must be kept to the lowest level needed. For example, limit access to a folder instead of an entire drive. Or, provide a key to a storage room, but not to the entire building.
- Independent contractors must not perform non-contracted work on SCSU provided resources nor use those resources for more than minimal personal use.