

SS-8 Determination—Determination for Public Inspection

Occupation 02OFF.14 Administrative Assist	Determination: <input checked="" type="checkbox"/> Employee <input type="checkbox"/> Contractor
UILC	Third Party Communication: <input checked="" type="checkbox"/> None <input type="checkbox"/> Yes

Facts of Case

The firm is in the business of providing real estate brokerage services. The individual provided her services for the firm for the years 2011 and 2012 as an administrative assistant and the monies she received for the services she provided for the year 2012 were reported on Form 1099-MISC.

The worker was hired for the position after completing a job application. She received all her assignments directly from the firm. The firm provided the worker with instruction and supervision regarding all work assignments. The worker's responsibilities included marketing, advertising, clerical and secretarial duties. She was required to complete real estate related paperwork. She provided these services Tuesday through Saturday from 8:00 AM to 5:00 PM for approximately 40 hours per week. She provided these services on the firm's premises on a schedule which was determined by the firm and she was required to provide these services personally. The worker stated she was required to attend staff meetings and functions and there were penalties for not attending. She stated the firm determined the methods in which the assignments were performed and if there were problems or complaints, the firm was responsible for problem resolution.

The firm provided all the necessary supplies and equipment the worker needed to provide her services such as; the computer, software, office supplies, and telephone. The worker did not need to purchase or lease any significant equipment used in providing her services. The worker stated the firm determined the level of payment and she received an hourly wage.

The worker ascertained that she did not provide similar services for others and did not advertise her services to maintain a business of a similar nature while providing her services for the firm. The worker provided her services under the firm's business name and she stated she was represented as the firm's employee. Either party retained the right to terminate the relationship without incurring penalty or liability; in fact, the relationship ended when the worker resigned.

Analysis

The worker had the skills necessary to provide her services. By requiring the worker to attend meetings, or by using other methods, indicates that the person or persons for whom the services are performed want the services performed in a particular method or manner. This is true even if the training or instruction was only given once at the beginning of the work relationship. The establishment of set hours of work by the person or persons for whom the services are performed is a factor indicating control. If the nature of the occupation makes fixed hours impractical, a requirement that workers be on the job at certain times is an element of control. The firm retained the right, if necessary to protect their business interest, to determine or change the methods used by the worker to perform her assignments.

If a worker must perform services in the order or sequence set by the person or persons for whom the services are performed, that factor shows that the worker is not free to follow the worker's own patterns of work. Often, because of the nature of an occupation, the person or persons for whom the services are performed do not set the order of the services or set the order infrequently. However, if the person or persons retain the right to control the order or sequence of the work, this is sufficient to indicate an employer-employee relationship. The facts show that the worker was subject to certain restraints and conditions that were indicative of the firm's control over the worker.

The worker rendered her services personally. If the services must be rendered personally, presumably the person or persons for whom the services are performed are interested in the methods used to accomplish the work as well as in the results. If the work is performed on the premises of the person or persons for whom the services are performed, that factor suggests control over the worker, especially if the work could be done elsewhere. Control over the place of work is indicated when the person or persons for whom the services are performed have the right to compel the worker to travel a designated route, to canvass a territory within a certain time, or to work at specific places as required. The worker's services were under the firm's supervision.

The firm provided the worker with the necessary equipment and materials. The fact that the person or persons for whom the services are performed furnish significant tools, materials, and other equipment tends to show the existence of an employer-employee relationship. Her pay was based on an hourly wage. Payment by the hour, week, or month generally points to an employer-employee relationship, provided that this method of payment is not just a convenient way of paying a lump sum agreed upon as the cost of a job.