Categories of Employees

Employee - Any individual employed by an employer.

Definitions of Terms

**Independent Contractor**
An independent contractor is a worker not on an organization’s payroll. A typical independent contractor is hired and paid on a project basis. You incur your own expenses, and perform similar services for a variety of service recipients. An independent contractor that is not a corporation must receive a Form 1099 if the payments to the contractor exceed $600 within a calendar year.

**Temporary Employee**
A temporary employee is a worker who is hired for a period of less than 90 days. Often this worker is performing a task that is normally performed by a member of the service recipient's staff. This worker may be hired through an outside agency.

**Consultant**
The term "consultant" is a general term that does not distinguish worker classification. A consultant may be either an independent contractor or an employee. Generally the term refers to outside workers with their own specific skill set for which the agency would contract.

**Worker**
A person performing services who may be either an employee on the organization's payroll or an independent contractor.
CATEGORIES OF EMPLOYEES

<table>
<thead>
<tr>
<th>Full-Time</th>
<th>Employee hired to work the normal, full-time thirty five hour work week.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part-Time</td>
<td>Employee hired to work fewer than thirty-five hours per week on a regular basis.</td>
</tr>
</tbody>
</table>