

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

Item Number 106

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CATEGORIES OF EMPLOYEES

Reviewed 4/1/98

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.

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Full-Time

Employee hired to work the normal, full-time thirty five hour work week.

Part-Time

Employee hired to work fewer than thirty-five hours per week on a regular basis.