

Hiring Third Party Individuals: First Draft – Subject to Change

General Employment: Definition of “Third Party” - Temporary worker/hire required for a specific project for a limited time. Temporary hire work full-time or part-time, with the understanding their employment is for a limited period.

Examples/Not limited to:

Research Assistant - Book/Project Editor – Independent Consultants/Contractor - Guest Lecturer - Curators

Initiation Process:

- ❖ A Workers status questionnaire should be submitted to the department supervisor PRIOR to hiring.
- ❖ Establish an agreement letter between your area and independent contractor.
- ❖ The agreement should document terms and conditions and protect the university from unnecessary risks. Agreements for amounts greater than \$10,000.00 must be vetted by the Office of the General Counsel and signed by the Executive Vice President.
- ❖ Agreements over \$10,000.00 are submitted to the Parsons Administration office for review before ever going to the Office of the General Counsel and Executive Vice President.

NOTE: Hiring administrators should make a preliminary determination of whether a worker is an employee or an independent contractor based on the answers to the questions on pages 1 and 2. Approval of independent contractor status is subject to review by the Accounts Payable Manager and the Controller. **In general, if the university has the right to direct and control the worker, the individual should be classified as an employee and paid via payroll (PRA).**

Method of Payment: Individual will submit an invoice indicating explanation of who is being paid, what services were performed, the number of hours worked and amount due. The business purpose should be clearly indicated. Simple statements such as “Services rendered” or “Per agreement” are not sufficient. Direct original invoices to Accounts Payable The New School 80 Fifth Ave, 4th flr., New York, NY 10011.

**** No cash transactions are permitted and under no circumstances will be reimbursed by the university.**

**** No direct payment to the individual is permitted and will not be reimbursed.**

Internal Process for Payment:

United States Citizen

1. Fill out a Check Disbursement form - Attach copy of agreement and original invoice.
2. Forward check disbursement form to the Parsons Administration department – Attention: Marlene Campbell

Foreign National/Non Resident

- ❖ Fill out a Check Disbursement form – Attach copy of agreement and original invoice
 - ❖ Plus include the following forms:
 - a. W8BEN Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding
 - b. New School Foreign National Information Collection Form – FNIC
 - c. Copy of Passport Information Page
 - d. Copy of Visa Waiver I-94 W Card (front and back)
- Note: Visa should say, “Business” or indicate the following class **B-1/B-2**.

University Conflict of Interest Policy: The university prefers not to engage in transactions where there exists a conflict of interest or the appearance of such a conflict. Conflict of interest is defined in the Policy as follows:

A conflict of interest shall be deemed to exist in any instance where the interests of the university are involved and where the actions, judgment or decisions of an individual covered by the Policy may be, have the potential to be or may appear to be influenced, directly or indirectly, by his or her personal interest, financial or otherwise in any person or entity. A conflict of interest shall also be deemed to exist when the interests of the individual's immediate family are or may be involved.