

MARYWOOD UNIVERSITY  
Scranton, Pennsylvania  
AGREEMENT FOR COMPENSATION OF INDEPENDENT CONTRACTORS

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_ by and between

\_\_\_\_\_, \_\_\_\_\_  
NAME STREET ADDRESS  
\_\_\_\_\_, \_\_\_\_\_  
CITY AND STATE SOCIAL SECURITY NUMBER

Hereinafter referred to as "Independent Contractor," and Marywood University, Scranton, Pennsylvania, hereinafter referred to as "University."

1. The Independent Contractor (**non-employee**) agrees to perform the following services: \_\_\_\_\_

\_\_\_\_\_.  
The services contemplated hereunder shall commence on \_\_\_\_\_ and shall conclude on \_\_\_\_\_ at which time this agreement shall terminate. If this course/seminar/workshop is cancelled due to insufficient enrollment, this agreement is cancelled. This contract does not convey an employee/employer relationship.

2. PAYMENT & ACCOUNTING—Per University policy, the Independent Contractor will be paid a single or lump sum fee that includes services to be performed under this contract plus expenses (e.g. airfare, lodging charges). Payment will not be issued until the contracted services have been completed. Any special circumstances or arrangements must be pre-approved by the Fiscal Affairs Department.

TOTAL FEE (INCLUDING EXPENSES-IF ANY ARE REPORTED): \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ BUDGET: # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - 53300 - \_\_\_\_\_

3. The parties to this contract agree that the Independent Contractor is a professional person and that the relationship created by this contract is that of Employer-Independent Contractor. Independent Contractor is not an employee of the University and is not entitled to the benefits provided by the University to its employees, including but not limited to, group insurance, pension plan, and workers' compensation benefits. Independent Contractor may practice his/her profession for others during those periods when he/she is not performing work under this contract for the University. The University may, during the term of this contract, engage other independent contractors to perform the same work that Independent Contractors perform hereunder.

4. In the performance of the services herein contemplated, \_\_\_\_\_ is an Independent Contractor with authority to control and direct the performance of the details of the work, the University being interested only in the results obtained. However, the work contemplated herein must meet the approval of the University and shall be subject to the University's general right of inspection and supervision to secure the satisfactory completion thereof.

5. The Independent Contractor shall be responsible for all expenses including taxes on income. If the University is to reimburse the Contractor for expenses, these expenses must be paid on the same check as the contractor fee. The non-employee should retain all receipts for travel and meal expenses and report them as business expenses on their personal tax as allowed by IRS regulations.

6. This written document embodies the entire agreement between the parties hereto and there are no other understandings, agreements, or representations, expressed or implied.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the parties hereto affix their hand and date first above written.

APPROVED BY: \_\_\_\_\_  
Independent Contractor Date

APPROVED BY: \_\_\_\_\_  
Department Chairperson/Dean Date