

INDEPENDENT CONTRACTOR AGREEMENT

This Agreement is entered into as of **[Insert Date]**, between Swarthmore College (“the College”) and **[Insert name]** (“the Contractor”).

1. Independent Contractor. Subject to the terms and conditions of this Agreement, the College hereby engages the Contractor as an independent contractor to perform the services set forth herein, and the Contractor hereby accepts such engagement.
2. Duties, Term, and Compensation. The Contractor will **[Insert Main Duties]**. Secondary duties will include **[Insert Secondary Duties]**. This engagement shall commence upon execution of this Agreement and shall continue in full force and effect through **[Insert Date]** or earlier upon completion of the Contractor’s duties under this Agreement. The Agreement may only be extended thereafter by mutual agreement, unless terminated earlier by operation of and in accordance with this Agreement. As full compensation for the services rendered pursuant to this Agreement, the College shall pay the Contractor the sum of **[Insert Total Amount]** and [Monthly Dollar Amount] on a monthly basis. The Contractor can elect to be paid in one lump sum at the end of the agreement or within 30 days of receipt of Contractor’s monthly invoice for services rendered supported by reasonable documentation.
2. Expenses. During the term of this Agreement, the Contractor shall bill and the College shall reimburse him for all reasonable and approved out-of-pocket expenses which are incurred in connection with the performance of the duties hereunder. Notwithstanding the foregoing, expenses for the time spend by Contractor in traveling to and from the College facilities shall not be reimbursable.
3. Written Reports. The College may request that project plans, progress reports and a final results report be provided by Consultant on a monthly basis. The results report shall be in such form and setting forth such information and data as is reasonably requested by the College.
4. Termination. The College may terminate this Agreement at any time by 15 working days’ written notice to the Contractor. In addition, if the Contractor is convicted of any crime or offense, fails or refuses to comply with the written policies or reasonable directive of the College, is guilty of serious misconduct in connection with performance hereunder, or materially breaches provisions of this Agreement, the College at any time may terminate the engagement of the Contractor immediately and without prior written notice to the Contractor.
5. Independent Contractor. This Agreement shall not render the Contractor an employee, partner, agent of, or joint venturer with the College for any purpose. The Contractor is and will remain an independent contractor in his relationship to the College. The College shall not be responsible for withholding taxes with respect to the Contractor’s compensation hereunder. The Contractor shall have no claim against the College hereunder or otherwise for vacation pay, sick leave, retirement benefits, social security, worker’s compensation, health or disability benefits, unemployment insurance benefits, or employee benefits of any kind.

INDEPENDENT CONTRACTOR AGREEMENT (cont.)

6. Insurance. The Contractor will carry liability insurance (including malpractice insurance, if warranted) relative to any service that he performs for the College.

IN WITNESS WHEREOF the undersigned have executed this Agreement as of the day and year first written above. The parties hereto agree that facsimile signatures shall be as effective as if originals.

Swarthmore College

[Insert Independent Contractor Name]

By: _____

By: _____

[Insert Title], Swarthmore College