



## Contract or Part-Time Employee? There are rules to follow

Some roles at a pastoral charge can be considered “purchase of service,” but it’s important to realize that there are strict conditions that the Canada Revenue Agency (CRA) will use to determine if someone is an employee instead of an independent contractor. If these criteria are not met, the employing pastoral charge or ministry site can be fined for improperly administering part-time employment. A typical fine is four years of both employee and employer contributions to CPP and EI—several thousand dollars.

From a CRA perspective, a person is either an

independent contractor (ie: own business) or an employee, either full- or part-time. It’s important to ensure that the contractor is in fact a contractor under the CRA definitions; if you aren’t certain, then opting for an employer-employee relationship is prudent.

An independent contractor will typically submit a bill including HST/GST (or claim a small supplier exemption). If someone is an employee, source deductions need to be made for CPP, EI, and income tax as applicable.

Condition	Description	Employee	Independent Contractor
Control	Who plans the work? Who decides when the work is done? Who determines the extent of the work?	Employer requires the person to be in the office, and has a list of tasks to be completed on a regular basis.	The person works at their own pace & in their own place. The job is completed on an agreed date.
Economics (Profit/Risk of Loss)	Who covers expenses? Who guarantees the quality of the work?	Employer covers office expenses, checks the work and is responsible for the quality of work.	Job is completed and guaranteed as correct by the worker; any losses incurred doing the job are worker’s expense.
Ownership of Tools	Who owns the tools needed for the job performed? (Janitorial equipment, or the church’s organ, may be an exception: this depends on the other conditions)	Computer, telephone, office space are the employer’s. For musicians: the music and repertoire are owned and directed by the employer.	Computer or other equipment owned by the worker. For musicians: All music is owned by the worker and she/he chooses the repertoire
Integration	The degree to which the worker is reliant on the employer (Often the deciding factor if the above are not definitive).	The worker cannot work if the employer’s premises are closed; is restricted to working only when the employer allows it.	The worker (ex: janitorial) has access to the premises without employer’s presence; the worker controls his/her schedule.

Language and this chart:

**Employer:** pastoral charge or other ministry site

**Worker:** person in a lay role at a pastoral charge or other ministry site

More clarification (see)

<http://www.cra-arc.gc.ca/E/pub/tg/rc4110/README.html>



# Health and Dental Benefits: Protecting yourself from Fraud

Health and Dental coverage is an important part of your employment package with the United Church. In order to get the best value from your coverage, it's important to be aware of some ways to avoid fraud. Although rarely intentional, fraudulent claims cost our members in un-claimable expenses. There are some simple steps that will ensure your claims are legitimate and honoured by Green Shield Canada (GSC), our health insurance provider:

- Never sign a blank claim form. You should always verify what you are signing and only sign a claim form on the date that the product/service is received or picked up.
- Report providers who ask you to sign a blank claim form.
- Treat your GSC ID card like you would a credit card. Keep it—and your benefit plan information—in a safe place.
- Read your Explanation of Benefits (EOB) statement like you would your credit card statement. Question services or products you don't recognize. If your provider submits your claim directly to GSC, you can look at the claim details online via GSC's Plan Member Online Services.

*Shop around to get the best quality/service for your benefit dollars.*

- Your health care provider should be providing you with costs/fees of services up front and explaining what other treatment options/alternatives exist.
- Providers do not always advise of the cost of a product or service. Posted fees/costs of services should be provided up front.
- Ask questions about the services or products you receive and always ask how much is being billed to your benefit plan.

## Know your health services provider

- Make sure your practitioners are licensed with the appropriate regulatory agency or association. If you are unsure, call Green Shield for confirmation.
- Watch out for providers requesting a list of your covered benefits and the plan maximums.
- Be concerned if there is no change in treatment regimen or no measurable improvement after an extended period.
- Look out for offers of incentives. Nothing is free! 'Free' products or services are often hidden or built-in to the cost of the item your benefit plan is being billed for.

Here are some Green Shield policies in place to ensure that the services being claimed were performed and paid for in full:

- Sometimes cash isn't an acceptable form of payment—From time to time, when processing claims, confirmation of a traceable and identifiable source of payment is required. What does that mean? It means that you need to submit a copy of your payment transaction with your claim to confirm the claim was paid in full.

## Accepted forms of confirmation of payment include

- cancelled cheque
- authorized electronic credit card receipt and/or credit card statement
- direct payment/debit receipt
- bank statement
- Sometimes Green Shield requires additional claim information. From time to time, the company may send you a Release of Information Authorization Form because additional information is required related to one of your claims. That additional information, in accordance with legislation, can only be obtained with your written consent. By signing the form, you are providing consent only for information which may be necessary to complete the processing of current and/or future claims.

The emphasis of the Green Shield Canada (GSC) Fraud Prevention Program is to tackle fraud, misuse, or abuse head on—before it happens. If you suspect fraud or the possible abuse of your benefit plan, your concerns can be reported anonymously toll-free at 1.800.265.5615 ext. 6921 or 1.888.711.1119 by asking for a Confidential TIPS Hotline.