

BARBERING AND COSMETOLOGY INDUSTRY

The purpose of this information sheet is to provide the barbering and cosmetology industry with standards to be used when applying the common law rules of employment specifically to a professional licensed by the Department of Consumer Affairs, Board of Barbering and Cosmetology. This information is intended to clarify those circumstances under which this individual is an employee or independent contractor.

What is a Licensed Professional?

A "licensed professional" is an individual licensed by the Department of Consumer Affairs and includes, but is not limited to, barbers, cosmetologists, manicurists, electrologists, and estheticians.

What is a Principal?

A "principal" is defined as a cosmetology business operator or salon owner, or his or her agent or manager.

The types of businesses in which the licensed professionals provide services include, but are not limited to:

- Barber Colleges
- Barber Shops
- Beauty and Barber Shops Combined
- Beauty Culture Schools
- Beauty Shops or Salons
- Clinics for Skin Care
- Cosmetology Schools
- Cosmetology Shops or Salons
- Facial Salons
- Hairdressers
- Hair Stylists, Men
- Hair Stylists, Women
- Manicure/Pedicure Shops
- Spas
- Unisex Hairdressers

Employee or Independent Contractor?

Section 4304-1 of Title 22, California Code of Regulations (CCR), provides that to determine whether one performs services for another as an employee, the most important factor is the right of the principal to control the manner and means of accomplishing a desired result.

Section 4304-12 of Title 22, CCR, provides standards to be used when applying the common law rules specifically to a professional licensed by the Board of Barbering and Cosmetology and is intended to make clearer those circumstances under which this individual is an employee or independent contractor.

Licensed Professional Determination Elements

The following Table of Determination Elements - Barbering and Cosmetology as provided in Section 4304-12 of Title 22, CCR, provides determination elements which shall be considered to determine whether a licensed professional is an employee or independent contractor with an explanation of the weight given to each element. Not all of the elements listed in the table need to be present to make a determination that a particular employee or independent contractor relationship exists. A determination of whether the services are being performed as an employee or independent contractor will depend upon a grouping of the elements present that are significant in relationship to the services being performed.

RULING REQUEST

A formal ruling may be requested by submitting a *Determination of Employment Work Status for Purposes of State of California Employment Taxes and Personal Income Tax Withholding* (DE 1870). To obtain this form, access the Employment Development Department's (EDD) website at www.edd.ca.gov/pdf_pub_ctr/de1870.pdf or contact the Taxpayer Assistance Center at 888-745-3886. For more information on the ruling request process, refer to the *Information Sheet: Employment Work Status Determination* (DE 231ES).

ADDITIONAL INFORMATION

For further information, please contact the Taxpayer Assistance Center at 888-745-3886 or visit your local Employment Tax Office listed in the *California Employer's Guide* (DE 44) and on the EDD's website at www.edd.ca.gov/Office_Locator/. Additional information is also available through the EDD's no-fee payroll tax seminars and online courses. View the in-person and online course offerings on the EDD's website at www.edd.ca.gov/Payroll_Tax_Seminars/.

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for services, aids, and/or alternate formats need to be made by calling 888-745-3886 (voice) or TTY 800-547-9565.

This information sheet is provided as a public service and is intended to provide nontechnical assistance. Every attempt has been made to provide information that is consistent with the appropriate statutes, rules, and administrative and court decisions. Any information that is inconsistent with the law, regulations, and administrative and court decisions is not binding on either the Employment Development Department or the taxpayer. Any information provided is not intended to be legal, accounting, tax, investment, or other professional advice.

TABLE OF DETERMINATION ELEMENTS – BARBERING AND COSMETOLOGY

ELEMENTS	EVIDENCE OF		WEIGHT
	EMPLOYEE	INDEPENDENT CONTRACTOR	
(1) Policies or Rules, or Procedures of Conduct	The principal establishes the policies, rules, or procedures of conduct that are followed by the licensed professional such as, prices, business hours, refunds, operating the cash register, work schedules, lunch breaks, attendance, dress code, customer complaint resolution, customer relations, and maintaining a concession of beauty products to the general public.	The licensed professional performs his or her services independent of the principal's policies, rules, or procedures of conduct. The licensed professional establishes his or her own hours of work, sets his or her own prices, directly collects payments from his or her customers, directly schedules his or her clients' appointments, personally resolves any customer complaints related to his or her services, makes refunds to customers from his or her own funds, and determines his or her own manner of dress. The licensed professional is not required to sell the principal's retail items.	This element carries great weight. When the principal sets policies, rules, or procedures of conduct relating to the manner and means by which the licensed professional performs his or her services, it strongly indicates a right of direction and control. The right of the principal to direct and control the manner and means by which the services are performed is the primary test used to make an employment relationship determination. If that right exists, whether or not exercised, an employment relationship exists. Evidence that the principal does not have the ability to control the manner and means by which the licensed professional provides services is equally indicative of an independent contractor relationship.
(2) Supervision on the Job	The principal supervises the licensed professional. The principal gives instructions that are followed by the licensed professional. The principal or its representative is on the premises to observe the licensed professional's services. The principal gives instructions to the licensed professional regarding general clean-up activities at the business facility. The principal assigns customers to the licensed professional. The principal reviews or evaluates the performance of the licensed professional by soliciting comments from customers. If the licensed professional is not performing satisfactorily, the principal can train, reassign, or terminate the licensed professional.	The licensed professional receives no instructions or supervision from the principal. The licensed professional determines whether or not a walk-in customer will be served and can refuse to serve any customer. The licensed professional is fully responsible for his or her own work, and personally resolves any customer complaints related to his or her services. The principal does not evaluate the licensed professional in any way.	This element carries great weight. The principal's supervision of the licensed professional is evidence that the principal has the right to control the services, and that this right of control is complete and authoritative. The right of control, whether or not exercised, carries the greatest weight in making an employment relationship determination. Evidence that the principal does not have the ability to control the manner and means by which the licensed professional provides services is equally indicative of an independent contractor relationship.
(3) Training	The principal provides training. The principal requires the licensed professional to attend classes, seminars, or conferences. The principal pays for the training.	The principal does not provide training to the licensed professional. If training classes, seminars, or conferences are made available, attendance is voluntary. Failure to attend carries no negative consequence. The licensed professional pays for any training made available.	This element carries medium weight. Training received from the principal covering policies, rules, and procedures, or instructions on how to perform the services, would indicate the principal has the right to direct and control the services of the licensed professional.
(4) Meetings	The principal arranges meetings. The licensed professional is expected to attend. The licensed professional is paid for time spent in meetings.	The licensed professional is not expected or required to attend staff meetings. Failure to attend carries no negative consequence. The principal does not pay the licensed professional for any time spent attending meetings.	This element carries medium to high weight. Like training, if the purpose of a meeting is to convey policies, rules, procedures, or instructions on performing services, it indicates that the licensed professional is not in control of his or her services and is an indication of employment.
(5) Work Schedules	The principal determines the hours and days of the week the licensed professional will work. The principal requires the licensed professional to devote full-time effort to production of the principal's income. The principal maintains a common appointment book. The principal sets the hours of the business, including opening and closing times. The licensed professional has to perform his or her services within the principal's fixed business hours. The licensed professional must adhere to the work schedule set by the principal. The principal requires the licensed professional to be on the premises during certain hours for a minimum number of days per week.	The licensed professional sets his or her own hours of work. The licensed professional sets his or her own appointments. The licensed professional has the right to refuse any appointment or refer a client to another professional licensed by the Bureau of Barbering and Cosmetology. The licensed professional sets his or her own prices, directly collects payments from his or her customers, personally resolves any customer complaints related to his or her services, makes refunds to customers from his or her own funds, and determines his or her own manner of dress. The licensed professional is not required to sell the principal's retail items.	This element carries medium to high weight. When the principal determines the hours and dates the licensed professional will work, it is strong evidence of the right to control the services of the licensed professional, and carries great weight in indicating an employment relationship. When the licensed professional has freedom to determine when and how services are performed, and controls his or her schedule, medium to high weight is given toward independence.

TABLE OF DETERMINATION ELEMENTS – BARBERING AND COSMETOLOGY

ELEMENTS	EVIDENCE OF		WEIGHT
	EMPLOYEE	INDEPENDENT CONTRACTOR	
(11) Duration of Services	The licensed professional performs services that are on a regular, continuous, or full-time basis.	The licensed professional performs services that are short in duration, intermittent, and are not performed on a continuous or full-time basis. The licensed professional can perform services for one principal for an extended period of time, however, the relationship cannot be indefinite.	This element carries low to medium weight. If the time in which the service is performed is short, the worker is less likely to subject him or herself to control regarding how the services should be performed. This is especially true when the worker is paid by the job and not by the hour, commission, or piece rate. Employment is usually of open-ended duration. If the licensed professional performs services on a continuing basis for an indefinite period of time, it would be evidence of employment, especially if the services are a regular part of the principal's business. Contracts entered into by a licensed professional that include a start date and end date would be an indication of independence.
(12) Custom in Industry and Location	The principal treats the professionals licensed by the Bureau of Barbering and Cosmetology as employees.	Professionals licensed by the Bureau of Barbering and Cosmetology typically operate their own separately established business.	This element carries low weight. Each determination must stand on its own facts regarding the principal's right to direct and control the services. Industry custom merely gives an inference or direction to the determination.
(13) Instrumentalities, Tools, and Place of Work	The licensed professional performs his or her services at the principal's place of business. The principal pays all of the expenses of operating and maintaining the shop, owns the equipment, and furnishes the supplies. The principal provides the premises, workstations, chairs, stationary dryers, mirrors, and wash basins. The principal provides the shampoos, conditioners, hair dyes, permanent solutions, rollers, and towels. The principal provides a receptionist without charging the licensed professional. The licensed professional does not pay rent for space, equipment, or supplies provided by the principal.	The licensed professional pays rent to the principal for space and facilities. The licensed professional pays for any service provided by the principal, such as laundry for towels or drapes. The licensed professional is free to use his or her own products and is not required to use the principal's products. If the licensed professional uses any of the principal's products, he or she must pay for those products. The licensed professional provides and maintains his or her own major equipment, such as facial equipment.	This element carries medium to great weight. Its importance will vary depending on the value of the items. Typically in this industry, the major equipment such as chairs, sinks, etc., are part of the shop. Hand tools commonly used by the licensed professional such as combs, scissors, and clippers do not infer either employment or independence. However, larger more expensive equipment such as facial machines would suggest a major investment by the licensed professional, which would be an indication of an independent contractor relationship. The fact that the principal rents space and equipment to the licensed professional is, by itself, an indication of independence. However, it must be examined in connection with other ELEMENTS such as supervision on the job, training, work schedules, and engagement in a distinct business in order to establish the true nature of the relationship.
(14) Method of Payment	The principal, without negotiation, sets the amount of compensation to be paid to the licensed professional. The licensed professional is paid regular amounts at regular intervals. The licensed professional is paid by time (the hour, week, month, etc.), or by commissions. The principal reimburses expenses or furnishes benefits, or both, to the licensed professional. The principal collects all monies, tallies the proceeds, and pays the licensed professional.	Rental payments and payments for laundry, etc., are negotiated. The licensed professional issues a Form 1099 to the principal to reflect all rent payments of \$600 or more paid during the calendar year. There are no payments from the principal to the licensed professional, since the professional licensed by the Bureau of Barbering and Cosmetology is paid directly from his or her own clientele. However, the principal can pay a commission for the sale of his or her products to any licensed professional who chooses to make a sale.	This element carries a low weight. The method of payment is only an indication of the type of relationship. It must be examined in connection with other elements such as supervision, work schedule, and the engagement in a distinct business. Taken by itself, the method of payment does not strongly weigh in favor of employment or independence.

