


University of Scranton

	Office of Human Resources	
	Policy Name:	Eligible Non-Employee Affiliate Process
	Policy Number:	03- 000
	Creation/Approval Date:	October 17, 2018
	Last Review Date:	April 1, 2020
	Next Review Date:	March 31, 2021
	Policy Owner:	Human Resources
	Approving Administrator:	Vice President for Human Resources

I. Policy Statement:

There are occasions when the University of Scranton wishes to appoint individuals to perform services that are provided without remuneration and for the benefit of the institution, or pursuant to an exchange program or grant. These individuals will be designated as non-employees for purposes of the workforce. However, these non-employees may be granted access to university property, facilities or information systems as necessary for the services they perform.

To assure that the university is aware of and maintains control of the services and access privileges granted to such individuals, departments wishing to appoint a non-employee will appoint non-employees as outlined in this policy. Unless persons are appointed in accordance with this policy, they will not be granted access to any restricted property, facilities and/or the information systems.

II. Application:

This policy applies to individuals appointed to perform services that are provided without remuneration and for the benefit of the institution, or pursuant to an exchange program or grant that directly or indirectly benefits the University in support of the University's Mission.

III. Purpose:

For purposes of this policy, an eligible non-employee affiliate is an individual appointed for at least one day to perform non-remunerative services that directly or indirectly benefit the university in support of the University's Mission. No employer-employee relationship will exist between an individual serving in a non-employee position and the university. There is no promise to pay or hire a non-employee for services rendered.

IV. Definitions:

- a. There are seven distinct types of non-employees:
 - i. **Volunteer** (coach, recreational sports): Individuals who volunteer to perform civic, charitable or humanitarian services for the University, provided that:

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- ii. The person receives no compensation, paid expenses or reasonable benefits to perform the services;
 - iii. There is no promise or expectation of compensation or employment for services rendered;
 - iv. Such services do not substitute for services performed by university employees;
 - v. Such services are low risk and present minimal exposure to liability to university and are considered non-essential and non-critical to the operations of the department.
 - vi. Volunteers must be reported to HR prior to appointment.
 - vii. Volunteers are not eligible for Library Accesses.
- viii. **Student (Internship):** Individual who registers at a college or university, other than the University of Scranton, and placed through special academic programs to learn from and observe university operations but is not otherwise registered as a student at the University. There must be a written agreement in place with the student's home institution establishing the terms of the placement.
- ix. **Limited-term Research/Internship/Collaboration:** Individual conducting research with a University faculty member for less than 6 months
- x. **Affiliate/Courtesy Faculty:** Affiliate Faculty are unpaid individuals with appropriate professional or academic credentials, who will make a substantive contribution to the department and the University in fulfilling its mission. Affiliate appointments may be granted for up to one academic year, are renewable, and may be discontinued at any time without prior notice. Affiliate appointments are not eligible for university benefits and have no faculty rights under this policy.
- xi. **Former Paid Employees (Emeritus, Retirees):** Individual that has been formally granted Faculty Emeritus by the President or Retiree status by the Office of Human Resources.
- xii. **Business Partners/Contractors** (Jesuit Community, Aramark, Follett, NE Cancer Institute)
- xiii. **Instruction** (Military/ROTC, PT Faculty)
- 1. No Criminal Background Check is required, these individuals are employees of the U.S. Military

V. Process:

The University of Scranton hosting department must offer and initiate affiliate status. Departments need to submit an eligible non-employee affiliate data form indicating the length of the appointment, purpose of the appointment, name and contact information of the sponsor (sponsors must be an active, paid staff or faculty). A standard new hire background check may be required for affiliates.

Upon receipt of a clear criminal background check, the Office of Human Resources will enter the eligible non-employee into the University's Banner system and notify the sponsoring department. No other departments may approve issuance of identification cards, access to facilities, email accounts or other restricted services until approved by the Office of Human Resources.

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All eligible non-employee affiliates may be asked to complete the following forms:

1. Affiliate Background Check Request Form
 - a. Existing ACT 153 Background Checks may be used, if for employment and a completed self-disclosure is provided for Student Internships
2. Eligible Non-Employee Affiliate Data Form
3. Library Affiliate Access Form
4. Royal Card Application (HR)

VI. Terms and Conditions of Eligible Non-Employee Status:

- a. Eligible non-employee status is made at the discretion of the University of Scranton and may be terminated at any time.
- b. Appointments, assignments of duty and dismissal of individuals who are not employees are not subject to the human resources policies of the University that govern employees
- c. Eligible non-employees cannot begin to render service or use University property or equipment until all necessary background checks and approvals are granted. Non-employees that do not comply with this policy will be considered unauthorized and will be subject to restriction of access to University facilities and services.
- d. Eligible non-employees cannot be appointed for more than one year and may be reappointed upon expiration of the term, if approved as outlined in this policy. Departments with a business need to appoint the non-employee for longer than one year may request a longer appointment upon showing business need.
- e. Eligible non-employees cannot be less than sixteen (16) years of age. Appointments of non-employees under the age of 18 are subject to the review by the Office of Human Resources to ensure the position and duties performed are appropriate for a minor.
- f. Eligible non-employees are not covered under the University's Workers Compensation Insurance and Unemployment Compensation Insurance programs.
- g. Eligible non-employees are not eligible to participate in any employee benefits program administered by the University.
- h. If an eligible non-employee is hired into a staff or faculty position, their service time as a non-employee position is not considered as time served for purposes of eligibility for internal searches or for credit related to employee benefits or retirement programs.
- i. Individuals who have been dismissed for causes from employment with the University, or who were not employed as a result of an unacceptable background check, are not eligible for non-employee service with the University.
- j. Individuals in non-employee appointments must comply with the Universities non-discrimination policies and technology use policies.

VII. Completion of Appointment:

The sponsoring department will notify the Office of Human Resources, via a separation ticket when the Eligible non-employee affiliate appointment has expired or is no longer providing services. The

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Office of Human Resources may conduct periodic reviews to determine the appointment status of the eligible non-employees. Non-employees who no longer work with, or provide services to, the University will be terminated by the sponsoring department or by the Office of Human Resources.

VIII. Special Provisions:

The safety and security of University properties and its human resources are an important priority for the University. Non-employee appointments must comply with applicable university policies that relate to safety and security concerns.

Any work performed by non-employees that would require approval under University policies must be approved before they are performed. For example, any work on or access to export controlled technology, human subjects, animals, biological agents, radiation or any other matters that require compliance with federal regulations prior to performing the work is subject to the same training and approval requirements that would be required of students or employees performing the same tasks.



The University of Scranton
Office of Human Resources
Eligible Non-Employee Affiliate Data Form

_____ Royal ID Number
(To be completed by HR)

Directions:

- (1)** COMPLETE THE FORM IN ITS ENTIRETY AND SUBMIT TO THE OFFICE OF HUMAN RESOURCES WITH A COPY OF THE SIGNED CONTRACT, *if applicable*
- (2)** SUBMIT TO A CRIMINAL BACKGROUND CHECK
- (3)** ONCE COMPLETED:
 - a. SPONSOR DEPARTMENT AND INFORMATION TECHNOLOGY WILL BE NOTIFIED
 - b. INDIVIDUAL WILL BE PERMITTED TO GET ROYALCARD

Eligible Non-Employee Access Classification: *(to be completed by department sponsor)*

Start Date: _____ End Date: _____

Former Paid Staff/Faculty (Emeritus/Retiree) Volunteer ROTC Non-University Student (Internship)

Affiliated/Courtesy Faculty Business Partner/Contractor

Limited-Term Research/Internship/Collaboration

Social Security Number: _____ Date of Birth: ____/____/____

Citizenship: Yes No Eligible-Non Citizen Gender: Male Female

Last Name: _____ First: _____ Middle: _____

Preferred (published) Name: _____ Prefix: ____ Suffix: ____
Last Middle (MI) First (Ex: John Q Doe, John Quincy Doe, John Doe)

Secondary email: _____

Mailing Address: Street: _____

City: _____ State: _____ Zip: _____

County: _____ Phone _____ Primary ___ Unlisted

University Work Address: _____

Building _____ Room Number _____
Department _____ Phone Number _____

Department Sponsor: _____
Name Title/Department Phone Number

Eligible Non-Employee Access Request:

____ RoyalCard ____ Library

____ University Portal and e-mail

Building(s): _____

Office of Human Resources:
Contract Received: _____
Background Check Clear: _____
Processed by: _____ Date: _____