

Guidelines for Affiliated, Unpaid Appointments (Student Learners, Volunteers, Honorary Associate/Fellow Positions) Waisman Center

The Waisman Center supports the use of unpaid appointments to enhance our mission of advancing knowledge about human development, developmental disabilities, and neurodegenerative diseases. Affiliated, unpaid appointments of all types (student learners, volunteers, honorary fellows/associates, and zero dollar appointments) are not anticipated to lead to paid employment and are not an appropriate substitute for an evaluation period (i.e., not an unpaid trial period). These are zero dollar appointments that require no specific percentage of time commitment and carry no promise or even suggestion that the Waisman Center will provide salary or space allocation now or at any time in the future.

I. Types of Appointments:

Students Earning Credit

As part of classroom learning, students (both undergraduate and graduate) often participate in unpaid activities at the Waisman Center as part of their learning experience. These appointments are distinguished from volunteer and honorary fellow/associate appointments in that any “work” performed at the Waisman Center is part of a learning experience leading to classroom credit. These are short-term, semester-by-semester learning opportunities. This type of position requires an appointment letter as well as a completed unpaid appointment request form.

Volunteer Appointments

Volunteer appointments are short-term, unpaid assignments that are not to lead to paid employment. The work unit should not rely on volunteers to perform duties that are typically performed by permanent employees—other than on a very limited, short-term basis. Volunteers supplement the work done by employees and do not replace the need for paid staff. Volunteers need not be university retirees; however, the UW-Madison Retirement Association may be of assistance in locating interested volunteers (phone 608-262-0641). Volunteer appointments require approval from Waisman Center Administration via Waisman Center Human Resources *prior* to the volunteer appointment begin date.

Honorary Fellow/Associate Appointments

The title Honorary Fellow/Associate designates the holder of a fellowship (usually postdoctoral) administered outside the University, a continued collaboration after finishing a traineeship, or a courtesy appointment for a visiting scholar. This is a temporary appointment that is used to provide an official University affiliation and identification without pay. These appointments typically are collaborative in nature and/or provide a learning experience. These are zero-dollar appointments for scholars that provide individuals with official University status so they may use the libraries and other University facilities. This appointment--which is not generally appropriate for those who are graduate students at another institution--requires prior approval. Such affiliations do in fact represent appointments, even if unsalaried, so Principal Investigators (PI) should consider carefully whether the affiliation is of mutual benefit.

Zero Dollar Appointments

Occasionally, the Center may designate a visitor as a visiting scientist or other appropriate zero dollar unclassified title without salary. Such titles require prior Graduate School Dean's office approval prior to appointment as well as justification as to why this title is more appropriate than that of Honorary Fellow/Associate, which is specifically designed to provide for the affiliation of visiting scholars.

II. Other:

Approval

Volunteer, Honorary Fellow/Associate, and Zero Dollar appointments all require approval from Waisman Center Administration via Waisman Center Human Resources *prior* to the appointment begin date. Please allow adequate time for processing (two weeks is appreciated).

Appointment Letters All unpaid appointments require an appointment letter which outlines the terms of the appointment. Waisman Center Human Resources will distribute the appointment letter along with the appropriate attachments. Letters of appointment for honorary fellows/associates should not be sent to individuals until both the appointment data has been entered into the HR/Payroll system (*JEMS /HRS*) by Waisman Center Human Resources and the Graduate School Dean's Office approval has been received.

Additional Information/Forms

Please see the following attachments: Attachment A—Unpaid Appointment Request Form, Attachment B--example student learner volunteer appointment letter, Attachment C—example volunteer appointment letter, Attachment D--example honorary fellow/associate appointment letter, Attachment E—Unpaid Affiliates Flowchart.

Visa Requirements

International scholars appointed as Honorary Fellows/Associates require an appropriate visa; typically, J-1 scholar status. The unpaid appointment must be approved prior to beginning the visa process. If the person being considered for an appointment does not already possess the appropriate visa, it will be necessary for the Principal Investigator to work with the Human Resources Assistant to obtain the visa prior to the appointment begin date. Please note that this process can take considerable time (months) and effort. For those appointees with a degree from outside the United States, verification of degree and credentials may also be necessary. J-1 scholars residing in the United States are required to have UW-Madison approved health insurance coverage and must enroll in the Student Health Insurance Program (SHIP) or file a Waiver Application.

Insurance Issues

Liability protection is provided to all officers, employees and agents of the University under Wisconsin Statute, Section 895.46(1). Volunteers acting under the direction and control of the University and for its benefit are considered agents and thus covered. This statute authorizes the State to pay claims based on the negligent acts of employees or agents or to defend employees or agents against allegations of negligence, which may have caused injury or property damage to others provided the employee or agent was acting within the scope of his/her responsibilities to the University. It is important that volunteers acknowledge mistakes that could lead to potential liability claims and that any incidents are reported promptly by the department to the UW-Madison Risk Management Office. Volunteers are not covered by worker's compensation. If injured during the course of their volunteer work, they would have the same legal rights as any visitor to the campus to seek compensation if the injury resulted from University negligence.

ID Cards

Volunteers who are not UW retirees can only obtain an ID card if they are given a zero-dollar appointment (i.e., honorary fellow/associate, visiting scholar, etc.) Retired University of Wisconsin-Madison employees (i.e., former employees eligible to receive WRS annuities) should retain their UW-Madison identification cards for access to university libraries, recreational, and other facilities. Retirees who wish to continue using the facilities should contact HR prior to their retirement date (HR will then coordinate with the UW Office of Human Resources (retiredID@ohr.wisc.edu). Those retirees granted emeritus status will have their ID card validated automatically.

Building Access/Keys

Building access and keys for honorary and volunteer staff are considered on a case-by-case basis. Staff that are granted access will need to abide by the Waisman Center access/key policy which may be found at the following link: <https://www.waisman.wisc.edu/private-wc/>.

Supervision and Orientation

All affiliated, unpaid staff need to have a designated, direct supervisor. The direct supervisor will assess the individual's training, education, and experience to ensure the appropriate assignment and will provide specific work unit information, training and orientation.

III. Renewal/extension of appointments:

Honorary fellows/associates and volunteers may be renewed/extended based on a review of the continued appropriateness of the appointment. All honorary fellows/associates and volunteer appointments will have an expected end date. Generally, such appointments are short-term. Waisman Center Human Resources will monitor appointment end dates and will contact the PI/supervisor prior to the expected termination date to see if the appointment should be ended or if the appointment is still appropriate. If the appointment is renewed, Waisman Center Human Resources will send a re-appointment letter to the unpaid appointee and a copy to the supervisor. See Attachment F—example reappointment letter.

IV. Recordkeeping:

Waisman Center Human Resources will keep a database (N:/HR/honorary and volunteer appointments/unpaid staff database) with pertinent information regarding current unpaid affiliates as well as keep hard copies of unpaid affiliates' appointment letters in a volunteer file in room 253.