



DSA Area Name: Vice President for Student Affairs

Effective Date: March 1, 2021

Procedure Number:

Student Affairs Working Procedure on Non-Employee Paperwork
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Intent: To provide a clear outline of the internal process for completing, reviewing, and processing affiliation paperwork (similar to required paperwork for employees) for non-employees within the Division of Student Affairs (DSA).

Background: A consistent and streamlined process for completing, reviewing, and processing affiliation paperwork for non-employees (including volunteers, interns, and graduate assistants, etc.) is important to ensure completeness as well as compliance with Human Resources and Risk Management requirements.

Accountability: Vice President for Student Affairs (VPSA), Area Heads/Associate Vice Presidents (AH/AVP), Hiring Managers, Staff Resources Specialist

Applicability: Hiring managers (the MPP responsible for the work of the non-employee) and/or staff member providing day-to-day oversight

Definition(s): N/A

Attachment(s): *Required Information for Non-Employees* form

Procedure: Upon determination that the services of a non-employee is warranted, the hiring manager (MPP) will discuss and obtain approval from the area AVP. The AVP will discuss and obtain approval from the VPSA in writing. The VPSA's written approval will be shared with the DSA Staff Resources Specialist who will start the paperwork process for the non-employee(s).

The DSA Staff Resources Specialist will work with the hiring manager or designated day-to-day supervisor to collect necessary information to complete the required paperwork via the *Required Information for Non-Employees* form. The Staff Resources Specialist will use the information to complete the required documents and route for signatures. For reference, the list below indicates the documents that are typically required for processing a formal affiliation of a non-employee and the associated signatures:

- Deliverables (similar to a PD to outline duties) | *Signers: non-employee, hiring manager (MPP), VP*
- Volunteer Designation Form | *Signers: non-employee, hiring manager (MPP), VP*

- Identified Risks of Participation | *Signers: non-employee*
- Non-Employee Access Request Form | *Signers: non-employee, hiring manager (MPP), VP*
- CMS Compliance Form | *Signers: non-employee, hiring manager (MPP)*
- Temporary Telecommuter Agreement (optional based on situation) | *Signers: non-employee, hiring manager (MPP), AVP (or VP depending on reporting levels)*

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