

## Non-Employee Definitions

**Non-employee**- A term used to describe all persons other than paid employees, who are routinely on UAMS campus and need a UAMS badge, data access, email, and library privileges in order to perform their functions. These may be volunteers, visiting faculty, academic visitors, contractors, visiting students, Chaplains or employees of other agencies and companies. In special situations can be former employees that need access to the UAMS domain or their emails for limited time. Please note, this policy does not address Job Shadowing, please refer to the job shadowing policy. Non-employees are not UAMS employees and do not fall under any aspect of employment law, regulations, or policies. Classification as a non-employee within SAP requires a valid social security number; in the case of a non-US citizen academic visitor or visiting faculty who does not have an SSN, contact Human Resources for information and procedures. See Administrative Guide policy 4.5.28, Services for non-employees. See also Administrative Guide policy 12.0.01, Academic Visitor status for UAMS campus. The type of non-employee will be used for the title on the UAMS issued name badge

**Academic Faculty** - A non-employee who has been approved by the department to serve as a non-employee from another institution (with or without academic appointment or rank) and who receives continued compensation from their current employer, or who has some other means of financial support such as a scholarship, fellowship or in some cases, personal funds that will be conducting lectures or classroom activities.

**Academic Visitor** – A non-employee faculty, clinicians and other health care specialists, to students from other institutions of higher education, and to College of Medicine residents and fellows from other accredited programs seeking to participate in or observe central functions of the university and/or have access to protected or confidential information, data or records for education, training or professional development/enrichment purposes, regardless of the area of interest (e.g., education, patient care or research). These must follow the Academic Visitor policy 12.0.01

**Chaplain** - Individuals sponsored by the UAMS Clinical Pastoral Care department that participates in the Clinical Pastoral Education Program and provides interfaith ministry to patients and their families in conjunction with their medical care.

**Contractor** - An individual who works for a company which is associated with UAMS through a long term agreement or contract. This would include the Crothall employees.

**Intern** - A student from another accredited institution of higher education completing an unpaid internship that is required as part of their educational program. These students will gain college credit for this internship. These students are not associated with the UAMS Colleges or their fields of study is not patient care related, otherwise see Academic Faculty/Visitor. These must follow the Academic Visitor policy 12.0.00. This would also be used for Project Search participants.

**NWPE** – NonPaid Work Experience Program in conjunction with the Little Rock VA Regional Office. Must be a participation of the NWPE program and approval by the OHR Recruitment section.

**Retain Email Only** – Individuals, who have left UAMS, either retired or terminated, and still needs access to emails, library access and or computer access. This can also be used for non-employees who will not be at an UAMS facility and will not need a name badge. Non-Employees with this reason will not be downloaded to the name badge system and are not eligible for a name badge.

**Visiting Student** - Students that are visiting from another accredited institution of higher education to completed elective coursework. Visiting students must be approved by the Dean of the appropriate college prior to arrival on campus. College officials have broad discretion in determining the merits of an application for a student and are not bound by this policy to approve requests, if doing so would not be in the best interest of the education program, the college or the institution. In the special case of graduate students, both College and Graduate School Deans must approve prior to the visitor arriving on campus.

**Volunteer** - A non-employee who freely gives their time on a part-time basis, providing services that would not otherwise be considered compensatory services and there is no assurance or understanding of advancement either through means of employment, admission to graduate school or medical residency. Examples of volunteer opportunities attendants to assist with way-finding, gift shop operations, or patient services in waiting rooms or resources areas. **ONLY NON-EMPLOYEES APPROVED AND PROCESSED BY CLPR, CI AND ACH VOLUNTEER OFFICE MAY USE THIS TYPE.**

**Volunteer Faculty** - A former faculty member who freely gives their time on a part-time basis, providing services that would not otherwise be considered compensatory services and there is no assurance or understanding of advancement either through means of employment.