

School of Nursing
Office of Research Policy

Employing Non-classified Personnel Involved on Research Projects

Purpose:

Commonly, during conducting a program of research, the need arises to employ non-classified personnel. Non-classified personnel positions (such as Student Assistants, Research Associates, Graduate Research & Teaching Assistants, Casual Temporary) are not approved thru the HR employment process. However, when **hiring a non-classified personnel, the position does need to be budgeted and assigned a position number by Human Resources prior to the individual doing any University related work.** If an individual begins University-related work prior to having a position number assigned, the University employee who assigned this work is potentially liable for their actions while completing this work. For example, Dr. Nurse agrees to employ Sally Student to work as a GRA on her research project. Following this agreement but prior to assignment of a position number from Human Resources, Sally Student injures herself while collecting data for Dr. Nurse. At this point, Dr. Nurse, not the University, is liable for any litigation brought by Sally Student. The purpose of this policy is to protect the Nursing Faculty from litigation brought by employees working on their research projects.

Procedure:

This procedure applies to all School of Nursing Investigators who wishes to employ non-classified personnel to assist them in conducting their program of research. The procedure involves two steps. First, faculty will have to submit in writing the following materials to the School of Nursing's Unit Business Manager prior to assigning any University related work to a newly hired non-classified personnel:

- Faculty Name
- Source of funds (speed type #)
- New Employee's Name
- Title of Position
- Rate of Payment (\$/hour)
- Anticipated hours per week to work
- Fringe benefits to be paid (FICA, Tuition, Health Insurance etc.)
- Beginning date of employment
- Ending date of employment

The second step involves the School of Nursing's Unit Business Manager receiving an approved position number from Human Resources. **Both of these steps must be completed prior to the non-classified personnel beginning any University related work.**

The anticipated timeline for set-up of the position is at least one week, provided the speedtypes and corresponding budgets are set up correctly by OGM or the VPR's office. This does not include the processing of the initial employment packet by Payroll. There is a monthly calendar that drives our deadlines.