

# STOCKTON UNIVERSITY



## PROCEDURE

### Uncompensated Employees

Procedure Administrator: Director of Human Resources

Authority:

Effective Date: November 18, 2011

Index Cross-References:

Procedure File Number: 6105

Approved By: Dr. Herman J. Saatkamp, Jr., President

### I. Scope

This policy and procedure shall be followed for the engagement of individuals to perform uncompensated work for Stockton University.

### II. Purpose

Stockton University is able to attract individuals with a wide range of talents and expertise who are willing to perform services for the University and its students without compensation. This policy defines the means of engaging the services of such individuals in ways that provide appropriate protections both for the University and for the individual uncompensated employee.

### III. Hiring Process for Uncompensated Employees

The process for hiring an uncompensated employee requires adequate documentation. Such documentation would include:

1. An employment (uncompensated employee) application form.
2. A letter of appointment authorizing the performance of a specific act or service, with the University retaining the right to discipline or dismiss.
3. A written job description, which may be a brief outline of responsibilities included in the appointment letter.

The usual employment search requirements do not apply to the hiring of uncompensated employees.

#### IV. Requirements for Appointment Letters for Uncompensated Employees

Appointment letters for uncompensated employees should include the following elements:

1. A job title for the position to be filled.
2. A specification that the position is uncompensated.
3. A description of the job responsibilities of the position (which may be either stated briefly in the letter or appended to it).
4. The name of the department or office in which the work is to be performed.
5. The name of the uncompensated employee's supervisor.
6. A statement that since the position is uncompensated, workers compensation benefits are not available (and, consequently, the employee should have private health insurance).
7. A statement that the employment is at will and can be terminated without cause.
8. A signature block for the uncompensated employee's acceptance of the terms of the appointment.

The letter should be signed by the department head.

#### V. Recordkeeping

The official personnel files for uncompensated employees, including copies of their employment applications and appointment letters, shall be forwarded and retained in the Office of Human Resources.

#### VI. Tort Claims Act Coverage for Uncompensated Employees

Uncompensated employees are eligible for coverage under the Tort Claims Act, which defines a covered individual as "an office, employee, or servant, whether or not compensated or part time, who is authorized to perform any act or service," and who is acting within the scope of his or her employment. Note that "volunteers" per se are NOT covered by the Tort Claims Act.

Approval History:

	Date
President	11/18/11