



## Unpaid Affiliate Fact Sheet

Welcome to the Waisman Center! The Waisman Center supports the use of unpaid appointments (student learners, volunteers, honorary fellows/associates, and zero dollar 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 that the Waisman Center will provide, now or at any time in the future, salary or space allocation.

The purpose of this document is to provide you information about your appointment and to outline our basic expectations for unpaid appointments. We also encourage you to refer to the Waisman Center website and our intranet for further information regarding the Waisman Center.

### 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 to your supervisor and to Human Resources/Terri Peck at [tpeck@waisman.wisc.edu](mailto:tpeck@waisman.wisc.edu) or (608) 263-5854 who in turn will report to the UW-Madison Risk Management Office. Volunteers are not covered by worker's compensation. If injured during the course of your volunteer work, you would have the same legal rights as any visitor to the campus to seek compensation if the injury resulted from University negligence. The State of Wisconsin does not provide any volunteer health insurance coverage or automobile liability coverage for automobiles used during volunteer activities.

### ID Cards

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](mailto:retiredID@ohr.wisc.edu)). Those retirees granted emeritus status will have their ID card validated automatically. Volunteers who are not UW retirees can only obtain an ID card if they are given a zero-dollar appointment.

### Visa Requirements

International scholars appointed as Honorary Fellows/Associates require an appropriate visa; typically, J-1 scholar status. 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.

### 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 have a designated supervisor. Your supervisor will assess your training, education, and experience to ensure the appropriate assignment and will provide specific work unit information, training and orientation. Volunteers may provide or participate in only those services for which they have been trained or authorized to provide.

## **Driver Authorization**

The State of Wisconsin does not provide any volunteer automobile liability coverage for automobile used during volunteer activities. Volunteers are strongly urged to obtain personal coverage. In order to be covered by the State's Liability Protection while driving on university business, all UW-Madison Faculty, Staff, Student, LTE and Volunteer drivers must be approved through Risk Management, **prior** to departing on university business. Regardless of whether you are driving your personal vehicle, Car Fleet or DOA vehicle, or rental vehicle, all potential drivers must complete the appropriate driver authorization request form. The Student, LTE & Volunteer Driver Authorization can be found at this link:

[http://www.bussvc.wisc.edu/risk\\_mgt/drivetable.html](http://www.bussvc.wisc.edu/risk_mgt/drivetable.html).

## **Expectations**

Following are our basic expectations for unpaid, affiliate staff:

- Be respectful of and ensure that confidential information is not shared with parties external to the Waisman Center.
- Provide appropriate identification to clients and explain your association with the Waisman Center and the specific program represented.
- Project a professional and courteous attitude to all contacts.
- Do not report for duty if you have evidence of an impending illness or are ill.
- You may decline any task with which you feel uncomfortable.
- You may not lift patients or transfer clients in wheelchairs.
- You must follow universal precautions, if appropriate, if exposed to blood-borne pathogens during the course of duties. Training will be provided as needed.
- Provide written notice of your resignation to your supervisor

## **Policies**

You are expected to review and abide by the following policies:

- University of Wisconsin–Madison: Drug-Free School and Communities Act of 1989 – please review this policy at the following link: <http://eao.wisc.edu/policies/drug-free.html>.
- Waisman Center Smoke & Tobacco Policy – please review at this link: <http://www.waisman.wisc.edu/smokefree.html>.
- Mandatory Child Abuse Reporting – please review the guidelines at this link: <http://oed.wisc.edu/childabuse/>. If you work/volunteer and interact with children, you should complete the mandated reporter on-line training at this link: <http://wcpds.wisc.edu/mandatedreporter/>.
- Responsible Use of Information Technology Policy – please review this policy at the following link: <http://www.cio.wisc.edu/policies-responsibleuse.aspx>.
- Sexual Harassment – please review this policy at the following link: <http://www.oed.wisc.edu/sexualharassment/>.
- Consensual Relationships Policy – please review this policy at the following link: <http://oed.wisc.edu/laws.html#two>.
- UW-Madison Telephone Usage Policy – please review this policy at the following link: <http://www.doit.wisc.edu/telephone/policy.aspx>.