

Guidelines for Administrative Visitors (Non-Research/Non-Clinical)

Introduction:

The University benefits from the presence of many individuals who come to the University for limited periods of time to participate in non-research/non-clinical projects. These are individuals who are not compensated by the University. The presence of these visitors promotes the mission of the institution. We have an obligation to ensure that their activities are conducted in a safe, professional and responsible manner.

Volunteers donate any services they may provide to the institution, and **may not perform work that is regularly performed by employees**. The United States Department of Labor has ruled that an employer-employee relationship does not exist when volunteers do not expect compensation for their services and are working toward humanitarian objectives.

Volunteers can be students from other institutions, including high schools, which are learning a variety of techniques or working on their own projects or internships, such as Intel Science Talent Scholars, High Schools students learning the functions of a Finance Department or a Volunteer coming in to assist in collating material for a summer project for school credit. They may participate in various activities as part of an educational/mentoring programs sponsored by their school or other educational organization in conjunction with the University.

Trainees/ Observers: Please refer to the Research website for further information on those working on research projects:
http://asp.cumc.columbia.edu/hrorient/doc/CLEAN_Vis_Guide_06_29_09-Aug_Form.pdf

Any visitors working on clinical projects please contact the office of academic affairs
<http://www.cumc.columbia.edu/faculty/affairs/staff.html> and refer to the above website for further information.

In all cases, visitors (volunteers, trainees and observers) may not perform work that would otherwise be performed by a University employee, and the donated services may not be considered compensable work. All volunteers, trainees and observers are subject to University policies and procedures, as well as applicable federal, state and local laws that may apply to their activities.

In the event of accident or emergency, the same procedures used for employees should be used for visitors. The individual should be treated (a) for the Morningside campus, at the Student Health Services or the Emergency Room at St. Luke's Hospital, (b) for Lamont, the Emergency Room at Nyack Hospital, (c) for Nevis, the Emergency Room at Dobbs Ferry Hospital, or (d) at CUMC, the Workforce Health and Safety Service or Emergency Room at NYPH. In each case, an Accident Report Form should be completed and sent to University Risk Management.

Accident Report Form:

http://hr.columbia.edu/files_humanresources/imce_shared/Forms_Disability_Workers-Comp.pdf

Columbia University reserves the right to withdraw any visitor privileges and remove a volunteer, trainee or observer from all campuses and all affiliated locations without prior notice.

Special Provisions for Minor Students:

All minors must complete the Parental Consent Minor Visitor Form.

Special provisions apply to all minors, defined as individuals less than eighteen years of age, performing Administrative, Research and Clinical related activities in the University.

For minors performing research/clinical projects please follow the guidelines at:

http://evpr.columbia.edu/files_sponsoredprojectprocedures/imce_shared/guidelinesvisitors.pdf

Please Note: Questions relating to this guideline should be directed to Human Resources. Any inquiries pertaining to safety should be directed to the Office of Environmental Health and Safety.

For all Administrative Visitors at the Medical Center, please refer to the addendum on the CUMC HR website.