

## How to engage with different groups

Paid? Stipend? Volunteer?  
Affiliated organization? Non-affiliated?  
Youth? Adults?

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## Key Options and Actions

Category 1. Adults - Paid		
Adults (*18 and over)	Hiring Process	Requirements and Resources
<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>Employed by UCANR*</li> <li>Paid by other, employed by UC ANR</li> </ul> <p><i>*For Stipend only see 2A below</i></p>	<p>Staff forms &amp; process:  <a href="https://ucanr.edu/sites/ANRSPU/Supervisor_Resources/Recruitment/">https://ucanr.edu/sites/ANRSPU/Supervisor_Resources/Recruitment/</a></p> <p><b>Submit</b> completed forms to HR at <a href="mailto:humanresources@ucanr.edu">humanresources@ucanr.edu</a> or log into the HR HelpCenter at: <a href="https://ucanrhhelp.zendesk.com/">https://ucanrhhelp.zendesk.com/</a></p>	<p><b>Requirements</b></p> <ul style="list-style-type: none"> <li>MOU – Not required</li> <li>Liability – Covered by employment</li> <li>Employment Forms – Through HR</li> <li>Time Reporting - HR notifies BOC</li> <li>System Access – Through HR/BOC etc.</li> <li>Training – HR notifies Supervisor of required trainings</li> </ul>
<p><b>Academics</b></p> <ul style="list-style-type: none"> <li>Employed by UCANR*</li> <li>Paid by other, Employed by UC ANR</li> <li>Paid by other – visiting – see 2A below</li> </ul> <p><i>*For Stipend only see 2A below</i></p>	<p>Academic form &amp; process:  <a href="https://ucanr.edu/sites/anrstaff/files/313490.pdf">https://ucanr.edu/sites/anrstaff/files/313490.pdf</a></p> <p><b>Submit</b> completed forms to HR at <a href="mailto:humanresources@ucanr.edu">humanresources@ucanr.edu</a> or log into the HR HelpCenter at: <a href="https://ucanrhhelp.zendesk.com/">https://ucanrhhelp.zendesk.com/</a></p>	<p><b>Training Resources</b></p> <ul style="list-style-type: none"> <li>Safety – <a href="#">EHS</a></li> <li>Essential/EQ/People Skills – <a href="#">Learning &amp; Development</a></li> <li>Technical - on the job under the guidance of the supervisor</li> </ul>
<p><b>Student (18 and over) UC or non-UC)</b></p> <ul style="list-style-type: none"> <li>Employed by UCANR*</li> <li>Paid by other, Employed by UC ANR</li> </ul> <p><i>*For Stipend only see 2A below</i></p> <p><b>Note: UC can not employ youth (&lt;18)</b></p>	<p>Forms &amp; process (<i>as for staff?</i>):  <a href="https://ucanr.edu/sites/ANRSPU/Supervisor_Resources/Recruitment/">https://ucanr.edu/sites/ANRSPU/Supervisor_Resources/Recruitment/</a></p> <p><b>Submit</b> completed forms to HR at <a href="mailto:humanresources@ucanr.edu">humanresources@ucanr.edu</a> or log into the HR HelpCenter at: <a href="https://ucanrhhelp.zendesk.com/">https://ucanrhhelp.zendesk.com/</a></p>	

Category 2A. Volunteers		
Adults (*18 and over) and/or Youth	Process	Requirements and Resources
<p><b>Note:</b> Volunteers may be paid by others or receive a stipend, but they are defined as volunteers if not employed by UC ANR.</p>		
<p><b>For volunteers with 4-H, UC Master Gardener, UC Master Food Preserver – Each of those programs has an established volunteer screening and recruitment process. See program web sites for the latest.</b></p>		
<p><b>Adult with an outside Organization</b> (e.g., Students as Fellow/Interns or adults with NGO etc.)</p> <ul style="list-style-type: none"> <li>○ Paid or stipend from other</li> <li>○ Unpaid</li> <li>○ UC ANR Stipend</li> </ul>	<p><b>Create and/or Validate relevant MOU</b></p> <ul style="list-style-type: none"> <li>○ Contact organization, obtain copy of organization’s preferred “internship/site learning/affiliation agreement form.”</li> <li>○ “Request Controller’s Office review of affiliated institution’s preferred agreement: <a href="mailto:newagreements@ucanr.edu">newagreements@ucanr.edu</a>.”</li> </ul> <p>Contact: Ryan Harms, Controller’s Office</p> <p><b>Complete “Fellowship Agreement Form”</b></p> <ul style="list-style-type: none"> <li>○ <a href="#">Fellowship Agreement Form</a></li> <li>○ <b>Send to HR <a href="mailto:humanresources@ucanr.edu">humanresources@ucanr.edu</a></b></li> <li>○ <b>If stipend from UC ANR, HR notify BOC</b></li> </ul>	<p><b>Requirements</b></p> <ul style="list-style-type: none"> <li>● HR review required</li> <li>● MOU may be required</li> <li>● Liability – Covered on Form 2a</li> <li>● Stipend - HR to notify BOC if needed</li> <li>● System Access – HR if needed</li> <li>● Employment – HR forms</li> <li>● Time Reporting - HR notifies BOC of hire</li> <li>● Training – HR notifies Supervisor of required trainings</li> </ul> <p><b>Training Resources</b></p> <ul style="list-style-type: none"> <li>● Safety – <a href="#">EHS</a></li> <li>● Essential/EQ/people (formerly soft) skills – <a href="#">Learning &amp; Development</a></li> </ul>
<p><b>Adult – No Affiliation with an outside organization</b></p> <ul style="list-style-type: none"> <li>○ Paid or stipend from other</li> <li>○ Unpaid</li> <li>○ UC ANR Stipend</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Submit Volunteer Information Form</b> <a href="https://ucanr.edu/sites/risk/files/240177.pdf">https://ucanr.edu/sites/risk/files/240177.pdf</a></li> <li>○ Send to HR <a href="mailto:humanresources@ucanr.edu">humanresources@ucanr.edu</a></li> <li>○ If stipend from UC ANR, HR notify BOC</li> </ul>	
<p><b>Youth (&lt;19 years of age) with UC 4-H*</b></p>		

<ul style="list-style-type: none"> <li>○ No-stipend</li> </ul>	<p>Engage through the UC 4-H process.</p>	<ul style="list-style-type: none"> <li>● Technical - on the job under the guidance of the supervisor</li> </ul>
<p><b>Youth Individuals with Affiliated Organization</b> (e.g., Students as Fellow/Interns)</p> <ul style="list-style-type: none"> <li>○ Paid or stipend from other</li> <li>○ Unpaid</li> <li>○ UC ANR Stipend</li> </ul>	<p><b>If dealing with youth</b> – will need parent waiver and background check for all adults interacting with youth.</p> <ul style="list-style-type: none"> <li>● <b>Create and/or Validate relevant MOU</b> <ul style="list-style-type: none"> <li>○ Contact affiliated organization, obtain copy of organization’s preferred internship/site learning/affiliation agreement form.”</li> <li>○ “Request Controller’s Office review of affiliated institution’s preferred agreement: <a href="mailto:newagreements@ucanr.edu">newagreements@ucanr.edu</a>.”</li> </ul> <p>Contact: Ryan Harms, Controller’s Office</p> </li> <li>● <b>Complete “Fellowship Agreement Form”</b> <ul style="list-style-type: none"> <li>○ <a href="#">Fellowship Agreement Form</a></li> <li>○ Send to HR <a href="mailto:humanresources@ucanr.edu">humanresources@ucanr.edu</a></li> <li>○ If stipend from UC ANR, HR notify BOC</li> </ul> </li> </ul>	<p><b>Offboarding</b></p> <ul style="list-style-type: none"> <li>● <a href="#">Offboarding separation checklist</a></li> </ul>
<p><b>Youth (&lt;18 years of age) – non-affiliated</b></p>	<p><b>Note: UC ANR cannot engage with unaffiliated youth as volunteers.</b></p>	

\*Some notes on dealing with youth: Follow 4-H policy and procedure –[link](#) Relevant to all?

- Students need a Waiver signed by parent (<https://ucanr.edu/sites/risk/files/23973.pdf>)
- Background check is required of all personnel or volunteers who will work with youth (and CANRA along with no 1-1 policy training)
- If minors (<18 years) may be present in laboratories or shops where they could be exposed to hazardous materials or physical hazards, the UC Policy Minors in Laboratories and Shops must be followed. See <https://www.ucop.edu/risk-services/files/safety-resources/minors-in-labs-and-shops.pdf>
- Specific Safety Training required: See [Envir Health & Safety](#)

Category 2B. Visiting scholars, sabbatical		
Scholars	Process	Requirements and Resources
<p>Those associated with and paid by an academic institute (e.g., Visiting scholars, sabbatical.)</p> <p>Note: Visiting Scholars cannot receive salary from the university of California. Therefore, the visiting scholar needs to show proof of self-funding as well as proof of health insurance.</p>	<ul style="list-style-type: none"> <li>Academic forms &amp; process: <a href="https://ucanr.edu/sites/anrstaff/Personnel_Benefits/Academic_Personnel/Academic_Recruitment_and_Appointments/">https://ucanr.edu/sites/anrstaff/Personnel_Benefits/Academic_Personnel/Academic_Recruitment_and_Appointments/</a></li> </ul> <p><b>Liability:</b> They should sign a waiver as use for the volunteers.</p>	<p><b>Requirements</b></p> <ul style="list-style-type: none"> <li>MOU – Not required</li> <li>Liability – Through HR</li> <li>Employment Forms – Through HR</li> <li>System Access – Through HR/BOC etc.</li> <li>Training – HR notifies Supervisor of required trainings</li> </ul> <p><b>Offboarding</b></p> <ul style="list-style-type: none"> <li><a href="#">Offboarding separation checklist</a></li> </ul>

#### Additional Notes for Visiting Scholars

##### Driving

Even if we verify license and insurance, there is still increased risk to allowing visitor to use UC vehicle. **Thus UC ANR does not take on this risk.** Additionally, local procedures may not allow visitors to use County vehicles.

(Note: J-visa holders may submit a request to obtain a CA driver's license if feasible within his/her appointment period. If the individual obtains a CA driver license, we can enroll them in DMV pull notice. This will not provide any historical record, but will provide notice of future convictions or accidents.)

##### Operations requiring medical monitoring (e.g., wear a respirator)

Visiting scholar (as for volunteers) should not embark in any activities that require medical monitoring (e.g., use pesticides, work with radioactive or regulated biohazardous substances, etc.).

## Appendix 1. Definitions and some major implications

### 1. What is a Volunteer?

Adult (18 or older)	<p>An adult ANR Volunteer is anyone 18 years of age or older who, on an unpaid basis, agrees to provide a service or conduct an activity that supports the goal of a UC ANR sponsored program.</p> <p>An appointed UC ANR Volunteer is one who is specifically recruited, oriented, screened, trained, and certified as part of an organized ANR Volunteer Program designed to achieve specific programmatic objectives, e.g., UC 4-H, UC Master Gardener, UC Master Food Preserver.</p> <p>Becoming an appointed volunteer involves 1) applying and 2) undergoing a criminal records check. These folks essentially become our agents so the process is very important.</p> <p>Going through a formal process protects the “volunteer” by ensuring they are covered by supplemental insurance. If not covered, then in the unfortunate event of a negligent action, they would be personally liable.</p>
Youth (< 18)	<p>An ANR youth Volunteer (granted on an exceptional basis) is anyone &lt; 18 years of age who, on an unpaid basis, agrees to provide a service or conduct an activity that supports the goal of a UC ANR program (e.g., 4-H, MG or MFP). It allows youth volunteers (e.g., 4-H youth as “members” or “Junior Leaders,” etc.) to participate in UC ANR sponsored programs.</p>

As a rule 4-H volunteers must be over 19 years of age because you can be a member up to the age of 19. If youth under the age of 18 can be a MG volunteer then we should educate the adult MGs in that County regarding when and how to make a CANRA report (UC Policy and State law).

### 2. Fellowships and interns (Must be a student: High school<sup>1</sup>; undergraduate; post-graduate)

Fellowship (students)	<p>The term "fellowship" is used in a variety of ways. Fellowships are typically:</p> <ul style="list-style-type: none"> <li>• short-term opportunities lasting from a few weeks to months</li> <li>• focus on the professional development of the fellow</li> <li>• May be paid or unpaid</li> <li>• Might receive credit from the educational institute partner</li> <li>• Must be &lt; 1 year cumulative time</li> </ul>
Intern (Students)	<ul style="list-style-type: none"> <li>• The term intern has implications for education of the intern. May need to prepare an outline of what the intern will learn. See fuller list of internship requirements under <a href="#">Appendix 2</a>.</li> <li>• An intern might receive credit from the educational institute partner</li> <li>• An intern must be &lt; 1 year cumulative time</li> </ul>

### 3. Visiting Scholars and others (Academic Appointment)

The Visiting Scholar, Visitor (Graduate Student), and Visitor	<p>These titles are available if the person is taking leave from an academic appointment, other employment, or student enrollment at another institution for a short-term (12 months or less) educational, research, or other academic project under the supervision of an academic appointee.</p>
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<sup>1</sup> Minor on an Exceptional basis and administrative measures must be taken under policy and law. See comments above.

<p>(Undergraduate Student)</p>	<p>Visiting Scholars cannot receive salary from the university. The individual would need to show proof of self-funding as well as proof of health insurance and liability as part of the process. To begin, please complete the request form and return to HR with supporting documentation. See Appendix 4.</p>
<p><b>Visiting whats?</b></p>	<p>The academic personnel policy does have policy guidance to use the “Visiting” prefix for several academic titles (<a href="#">APM-230</a>) or Non-Salary Research Positions (<a href="#">APM-355</a>). Both of these are not under the Visiting Scholar appointment process and to my knowledge we have not used or have an established process in place. If there’s interest in using the appointment types we would need to develop implementing guidance.</p>

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## Appendix 2. Unpaid Intern Requirements (from the Department of Labor - DOL)

Interns may need an MOU

1. Services cannot provide an immediate benefit to the organization; occasionally operations will be impeded by the internship.
  - a. Generally speaking, if a business (or PI) is dependent on the individuals work product, they are to be paid.
  - b. The internship is ultimately considered a benefit to the intern.
2. The intern cannot displace employees but works under close supervision of existing staff.
3. A training curriculum is required, but can be developed by the supervisor of the intern.
  - a. A curriculum is deemed sufficient if the employee is learning skills that can be applied in other work organizations, not simply this organization.
  - b. The training curriculum must be officially documented for this threshold to be met.
  - c. Training must be similar in quality and content to what would be provided in an educational institution (such as a vocational school).
4. Both parties understand (verified in writing):
  - a. That there is no guarantee of the job after the internship has concluded.
5. That the intern is not entitled to wages.

**Training.** Unpaid personnel must be trained on their job requirements, including safety hazards and procedures, prior to the start of work - See???