

ENGAGEMENT OF OBSERVERS, VOLUNTEERS, AND VISITING RESEARCHERS

POLICY

WCM-Q may accept the unsalaried services performed by individuals. Any services provided by such individuals are subject to the prior approval of WCM-Q and are subject to the oversight of a designated WCM-Q employee.

PURPOSE

Volunteers, Observers, and Visiting Researchers [herein after referred to as “Visitor”] can contribute significantly to WCM-Q’s mission of excellence in teaching, research and patient care. It is important, therefore, that the engagement of and services provided to individuals who give their time and effort to WCM-Q are applied and managed in a consistent manner, mitigating any risk to the Visitor and protecting the interests of the college, its Visitors, and the community it serves.

APPLICABILITY/ELIGIBILITY

Applies to all WCM-Q divisions.

DEFINITIONS

Export Administration Regulations (EAR)	The U.S. Government controls exports of sensitive equipment, software and technology as a means to promote U.S. national security interests and foreign policy objectives and, as part of a U.S. corporation, WCM-Q is subject to these regulations.
Minor	Anyone under eighteen years of age.
Observer	An individual, uncompensated by WCM-Q, who wishes to undertake a voluntary experience within an office or unit of WCM-Q for period lasting 21 days or less. During this period of observation, the individual watches and learns, but does not undertake any practical activities, such as participating in laboratory experiments, accessing confidential information, or accessing any College systems.
RRF	Visiting Researcher Request and Release Form
Stipend:	An amount payable to a volunteer or visiting researcher to defray the cost of reasonable day-to-day expenses (Note: may be classified as taxable income).
Visitor	For the purposes of this policy, the collective term for Observer, Visiting Researcher and/or Volunteer.

Visiting Researcher	An individual who is affiliated with another institution and whose primary purpose for attachment to WCM-Q is to participate in a formal program of research in collaboration with WCM-Q academic staff. Visiting Researcher positions are uncompensated by WCM-Q, although a stipend may be offered. Periods of engagement may last from one month to three years. Examples of Visiting Researchers may include academic staff on sabbatical; QSLP participants; members of QF R&D programs; graduate students; and others engaged in approved research activities.
Volunteer	An individual, uncompensated by WCM-Q, who performs services directly related to the business of the college, to support the activities of the college, or to gain experience in specific endeavors. To qualify as a Volunteer, an individual must be willing to provide services according to the procedures in this policy. Volunteers may be engaged for periods ranging from three weeks to twelve months. Examples of Volunteers may include, but are not limited to, residents at affiliated hospitals pursuing research experience, undergraduate students from other universities/institutions participating in research (but not those cross-registered in WCM-Q from other universities in Education City), and graduate students pursuing research experience. [N.B. Visiting Faculty, including co-PIs, from WCM/CU, and individuals engaged under contract, such as IT consultants, auditors etc., are not considered volunteers under this policy.]
VRF	Volunteer Request and Request Form

ADMINISTRATION

1 Introduction

WCM-Q strives to minimize risks and provide a safe work environment. However, a Visitor is not eligible for any employee benefits or for Workers' Compensation. In addition, Cornell University (CU), Weill Cornell Medicine (WCM), and WCM-Q bear no responsibility in case of an accident or health problem encountered in connection with performance of Visitor activity at WCM-Q. WCM-Q provides third party liability insurance to protect Visitors from any claims filed against them by third parties, related to the provision of duties described in the "Description of Visitor Duties" on the VRF/RRF. A Visitor is financially responsible for all medical or other expenses related to any injury or illness suffered as a result of the Visitor's activities as well as all security evacuation expenses.

A Visitor is subject to CU, WCM, and WCM-Q rules and policies, as well as, where relevant, the laws of the United States, New York City and State, Qatar, and any applicable regulations. In the event of a violation of any of these or any behavior, which is considered to be detrimental to its students, patients or personnel, WCM-Q, in its sole discretion, retains the right to immediately dismiss a Visitor without prior notice.

Visitors who will have access to confidential information (e.g., employee records, patient records) will be required to sign a Confidentiality Agreement and will be required to undertake HIPAA training. Additional training may be required for Visitors in the Research Division on ethical compliance.

1.1 Who May Be Observers

Anyone, including current or retired employees, students, alumni, or others may attend to observe routine WCM-Q operations, with the following restrictions:

- A non-student between the ages of fifteen and eighteen may volunteer to observe activities in an office with parental consent; some light clerical work, such as filing and photocopying, may be undertaken by the Observer, but the supervisor shall ensure that such work is within the capabilities of the Observer and that it is not in contravention of the Fair Laborers Standard Act (FLSA);
- Shall be supervised by a regular WCM-Q employee; and
- No Proximity/ID card will be issued (Observer must sign in every day at the Security Desk)

VRF/RRFs are not required for Observers who are over 18 years of age, but the Supervisor must inform Facilities Management of the Observer's name and dates/times of observer-ship, and the Supervisor's name and contact details. However, supervisors of minors who wish to be Observers must follow the Guidelines for Programs Involving Children (N.B. Guidelines under development – contact the Deputy CAO & Associate University Counsel).

1.2 Who May Be Visitors

Anyone, including current or retired employees, students, alumni, or others may provide Visitor services to WCM-Q, with the following restrictions:

- A non-student between the ages of sixteen and twenty-one may only become a college Visitor for services for clerical duties and only with parental consent (see the "Selecting and Engaging a Visitor" segment of this document). Individuals under eighteen years of age may not volunteer for laboratory services.
- An employee may not become a Volunteer at WCM-Q in any capacity in which he or she is employed at WCM-Q, or which is essentially similar to the individual's regular work at WCM-Q.
- Must be hosted or supervised by a regular WCM-Q employee.

1.3 Visitor Agreement

A Visitor must have the support of an appropriate WCM-Q host or supervisor. A Volunteer or Visiting Researcher Request and Release Form must be completed and signed by the Visitor and host or supervisor (forms are **not required** for current WCM-Q employees or students who provide volunteer service at WCM-Q, or for Observers). The completed document must be approved by the relevant Division's Director or Assistant/Associate Dean, and be submitted to the Human Resources Division (HR) approval. This form includes:

1. The Visitor's name, address and signed agreement, which states the provisions under which he/she may perform his/her duties;
2. Time period of service;
3. Brief description of the duties to be performed;
4. Name of WCM-Q employee directing the activities of the Visitor;
5. Location(s) where the duties are to be performed; and
6. Access rights for the building, ITS resources, space, etc.

The VRF or RRF must be completed, submitted to, and approved by HR prior to the initiation of any activities by the Visitor.

1.4 Prohibited Activities

WCM-Q Visitors are prohibited from performing the following activities:

- Operation of heavy equipment;
- Any activity considered inappropriate for an employee;

- Entering into any contract or commitment of College resources on behalf of WCM-Q;
- Accessing the SAP system; and
- Participating in any activity that involves the supervision of minors

In addition, minors are not allowed to undertake or observe any activities in laboratories, or other locations where they may come into contact with hazardous materials.

2 Procedure For Engaging a Visitor

When engaging a Visitor, it is the host division's responsibility to ascertain that the individual has adequate experience, qualifications and training for the task(s) he or she will be required to perform. It is also the division's responsibility to make all of the necessary arrangements for engaging the Visitor, coordinating with the Visitor and, where applicable, with administrative divisions.

2.1 Visitor/Visiting Researcher Request and Release Form (VRF/RRF)

The appropriate form is to be completed and signed by the Volunteer/Visiting Researcher, WCM-Q host or supervisor, the Division Director, Assistant or Associate Dean, and approved by HR.

These forms have five Parts:

- Part 1 (pages 1-3) - to be completed by the Visitor
- Parts 2, 3 & 4 (pages 4-6) - to be completed by the WCM-Q host or supervisor and the Division Director, Assistant or Associate Dean;
 - Where WCM-Q services, such as building access, email, etc. are requested, the responsible divisional director must initial the form. This will replace the need for a SARF or Proximity ID card form being raised, but an ITS ticket will still be required. (See [2.6 Access Rights](#) below.)

Part 5 - to be completed by the Deputy CAO & Associate University Counsel and the Director, HR, or their designees.

2.2 Export Administration Regulations

WCM-Q is subject to US export control regulations. Activities to be undertaken by Visitors who are citizens of countries other than the USA must be pre-screened to determine whether any aspect of the proposed visit will be subject to export control regulations. The host/supervisor is responsible for ensuring that the Visitor complies with EAR. Questions about this subject should be addressed to the Deputy CAO & Associate University Counsel.

2.3 Visitors Not Resident in Qatar

Business visas will be required for Visitors (except Observers) who do not have Qatari residency permits, and the host division is responsible for providing all required documentation and information, in a timely fashion, to HR to enable the HR staff to apply for the necessary immigration documentation (both entry and exit) through Qatar Foundation. As Qatar immigration laws and procedures can change with little or no notice, it is the responsibility of the host division to liaise closely with HR on an ongoing basis during the recruitment and service of the Visitor to ensure necessary compliance.

Arrangements and costs for housing, transportation, phones, etc. are the responsibility of the host division. The relevant central administration divisions can provide guidance on contacts and appropriate prices but cannot make any arrangements to provide such services.

2.4 Visitor Indemnification, Insurance & Emergency Planning

Indemnification is provided to WCM-Q Visitors in the same manner as is applicable to employees, that is: for acts or omissions arising within the scope of the Visitor's

performance of specifically authorized duties or assignments on behalf of the college. In order to ensure adequate documentation, it is important that the division or unit engaging the Visitor provide a copy of the Visitor Agreement (including the Description of Volunteer Services if a separate attachment) to HR.

Visitors who are not residents of Qatar must procure adequate health and emergency medical and security evacuation insurance before arrival. The host division should request proof of such insurance and retain a copy with the Visitor's file.

Visitors are not included in WCM-Q's emergency notification system or in WCM-Q's evacuation plans. The host division is responsible for informing the Visitor of any emergency notifications.

Any costs arising from damage to WCM-Q property by the Visitor will be charged to host division.

2.5 Health Clearance/Immunizations

The host division is responsible for ensuring that the Visitor has the appropriate health clearances and immunizations required for their designated area of service, and for immigration visa requirements, where applicable. (N.B. WCM-Q is not required to provide immunizations at its expense, as Visitors are not considered to be its employees.)

2.6 Associated Costs and Payments

Any and all costs associated with the Visitor's service at WCM-Q will be borne by the host division or by the Visitor. Reimbursement of expenses must be in accordance with WCM-Q's business & travel expenses policies. The Finance Division can advise on what payments are appropriate. Research Administration can advise Principal Investigators on what costs may be charged to grants or other research funds.

2.7 Access Rights

Access to the building, ITS services, DeLib etc. may be granted in accordance with the relevant policies and procedures, and the host division is responsible for coordinating with the relevant divisions in advance of the Visitor's arrival. The VRF/RRF (Part 2) should detail all the relevant access levels.

- A temporary WCM-Q email address may be requested; such accounts are normally deleted one month after the departure of the individual, but may be disabled and re-enabled with proper advance notice to ITS, prior to individual's temporary departure
- Access to the SAP system will not be granted
- Visitors engaged for periods longer than two months may apply for a Vehicle Access Tag
- Visitors will not be granted access to the underground parking garage
- Visitors engaged for a period of less than two months will not be included in the WCM-Q Telephone Directory

2.8 Orientation and Training

The host division is responsible for making all the necessary arrangements for meeting Visitors who are coming from overseas, such as meeting at the airport, housing and transportation arrangements.

The host division is responsible for providing the Visitor with a work schedule, including work timings and duties to be performed. The division must ensure that the Visitor is familiarized with his/her work environment and receives training appropriate to the duties to be undertaken.

The host division is responsible for ensuring that the Visitor completes, where necessary, the Confidentiality Agreement and the Dean's Office will confirm with the host/supervisor as soon as possible the access to online HIPAA training for those volunteers with access to PHI.

The Director of Environmental Health and Safety and Security and the Director of Research Compliance should be consulted about specific training for Visitors in the Research Division.

2.9 Exit Process

The host or supervisor is responsible for ensuring that, at the end of the period of engagement, the Visitor returns all WCM-Q property, such as Proximity ID card, Vehicle Access Tag, keys, lab notes, etc., and that any necessary documentation, such as exit visa, has been completed.