



**SUBJECT:** Personnel  
**POLICY:** 403.11 Non-Employee Appointments  
**RELATED PROCEDURE:** 403.11.1  
**EFFECTIVE:** April 2017      **REVISED:**      **REVIEWED:**

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### **Introduction and Purpose**

There are occasions when Great Falls College (GFC) wishes to appoint individuals to perform services that are provided without remuneration and for the benefit of the institution, or pursuant to an exchange program or grant. These individuals will be designated as non-employees for purposes of the workforce. However, these non-employees may be granted access to College property, facilities or information systems as necessary for the services they perform.

### **Policy**

To assure that the College is aware of and maintains control of the services and access privileges granted to such individuals, departments wishing to appoint a non-employee will appoint non-employees as outlined in this policy. Unless persons are appointed in accordance with this policy, they will not be granted access to any restricted property, facilities and/or the information systems.

For purposes of this policy, a non-employee is an individual appointed for at least one day to perform non-remunerative services that directly or indirectly benefits the College. No employer-employee relationship will exist between an individual serving in a non-employee position and the College. There is no promise to pay or hire a non-employee for services rendered.

### **Types of Non-Employee Appointments**

If a department wishes to appoint a Non-Employee, the department must submit the appropriate form requesting approval of the Non-Employee appointment. ([Volunteer Agreement Form](#))

- a. **STUDENT AFFILIATE:** Individual who is a registered student at the high school, college or university level at an institution other than GFC and is placed through special academic programs to conduct science projects, learn from and observe university operations, serve an internship, etc., but is not otherwise registered as a student at GFC. There must be a written agreement in place with the student's home institution establishing the terms of the placement. Request for Appointment of Student Affiliate is available here ([Volunteer Agreement Form](#))
- b. **VOLUNTEER (VOL):** Individuals who volunteers to perform civic, charitable or humanitarian services for the College, provided that:
  - The person receives no compensation, paid expenses or reasonable benefits to perform the services;
  - There is no promise or expectation of compensation or employment for services rendered;
  - Such services do not substitute for services performed by College employees;
  - Such services are low risk and present minimal exposure to liability to College and are considered non-essential and non-critical to the operations of the department.
  - Volunteers must be appointed by following the requirements in the College Volunteer Policy and must be reported to Human Resources (HR) upon appointment.

### **Completion of Appointment**

The appointing department will notify the Human Resources Office. Human Resources may conduct periodic reviews to determine the appointment status of non-employees. Non-employees who no longer work with, or provide services to, the College will be terminated by the appointing department or by the Human Resources.



**Special Provisions**

The safety and security of College properties and its human resources are an important priority for the College. Non-employee appointments must comply with applicable college policies that relate to safety and security concerns.

Any work performed by non-employees that would require approval under college policies must be approved before performed.

**Related Forms/Manuals**

[Volunteer Agreement Form](#)