
Work without Compensation

Individuals covered	Anyone who provides work or services for the University other than as a contractor.
Policy	Individuals employed by the University are to be paid for their services. An individual may not render uncompensated services to Northwestern University except under defined circumstances.
Employment Eligibility Verification	<p>On arrival at the University on the date of hire, the employee completes documents for enrollment on the University payroll, including Department of Homeland Security Form I-9, <i>Employment Eligibility Verification</i>. Completion of Part 1 of Form I-9 and presentation of the supporting documents is required prior to concluding the first day of work.</p> <p>The employer must complete Part 2 of the form by the end of the third day of work by the individual. The original form is required in the Payroll Division of the Department of Human Resources immediately after the third day of employment of the individual.</p>
Early payroll enrollment	<p>To facilitate the beginning of University employment before reporting for the first day of work, the individual may be enrolled on the payroll prior to arrival on campus. This early enrollment enables the individual's NetID and email accounts to be established and be ready for use on the first day on the job. Tax forms, including forms involving foreign tax treaty arrangements, can be completed on line prior to the individual's arrival on campus.</p> <p>Procedure. The individual may print the Personal Data Form from the Human Resources web site and send the completed form to the employing department. The department sends the Position/Appointment Form and the Personal Data Form to the Payroll Division for a future hire date. The Payroll Division will accept a fax of the Personal Data Form. Thirty days prior to the hire date, the supervisor receives notice that the employee is eligible for a NetID and email account. The supervisor forwards this information to the employee to activate the account. The I-9 is completed at arrival on campus.</p>
Prohibited practices	<p>Research faculty and staff without funding. Researchers – whether research faculty, post-doctoral fellows, research associates, or others supported on grant funding – may not work at the university without compensation, whether before funding begins or after it ends. To preserve continuity of employment, researchers whose funding ends after working at the University for a year may request an unpaid leave of absence while waiting for new or renewed funding of their supporting grants, but they may not work and may not come to the work site while on such an unpaid leave. The duration of this leave is a calendar quarter, and may be requested again for a total of up to a year of unpaid leave.</p> <p>Persons without visas or permanent residence. Researchers or others whose visas expire are prohibited from work, as provided by U.S. immigration law. An unpaid leave of absence may be available while a visa renewal is under way, including during the period when the individual may have to leave the U. S. to procure a new visa. The Payroll Division and the International Office monitor visas and eligibility to work in the U. S. An individual without authorization to work in the U. S. may not work or be paid.</p>

Prohibited practices,
continued

Retroactive pre-employment compensation. Consistent with U. S. Immigration law, individuals, including researcher faculty and staff, may not begin employment or work at the university prior to enrolling on the university payroll and providing evidence of employment eligibility by completing Form I-9.

Accordingly, payment for a period prior to receipt of the I-9 is not made. A pay request for work during a period prior to the date of employment is not honored.

Permitted exceptions

Contributed Service Faculty. Individuals formally named to Contributed Service Faculty appointments in the Feinberg School of Medicine volunteer to participate in the academic activities of Feinberg without direct financial compensation but have the distinction of a Feinberg School of Medicine faculty appointment. The appointments are approved by the Dean.

Full time faculty at affiliated institutions. Academic full time faculty in the Feinberg School of Medicine receive all of their professional compensation from the University and/or a combination of entities approved by Feinberg. The University itself may be excluded from this combination.

Adjunct Faculty. While adjunct faculty are normally paid for their services, some individuals may have teaching appointments in a school that are uncompensated by the request of the adjunct faculty member or as arranged with the school. The dean of the school makes these appointments.

Visiting Scholars. Visiting scholars are generally supported by entities other than the university and may work without compensation from the university, provided that the Office for Research has approved their status as Visiting Scholars. Other unpaid visitors with support outside the university can include pre-doctoral fellows, postdoctoral fellows, and visiting faculty.

Volunteers. On occasion, an individual donates his or her time and services to the university in capacities that might be compensable work where, without the volunteer, a paid employee may be engaged for that work. In some cases, volunteers offer to do work of an established job without pay, as a service to a not-for-profit or charitable entity. The dean of the school or vice president of an administrative area approves the engaging of volunteers in the respective area.

Interns. Students seeking experience related to an academic curriculum are sometimes engaged without pay with the recognition that the individual is learning from the experience but not contributing at the level of a professional in the work of the department or job. Interns should be paid if they are producing a work product useful to the department, even when the individual's academic program does not call for pay or even when the program discourages pay. The protections of Workers' Compensation are then available to the individual who otherwise lacks protection from workplace injury or illness. For approval of interns working without compensation, the employing department must obtain documentation from the intern's school verifying that the internship is part of the program in which the prospective intern is enrolled.

Permitted exceptions,
continued

NRSA Post-doctoral Fellows. The rules of NRSA grants prohibit these fellows from employment by the institution where they work. Their fellowship support is provided only by the grant. In certain circumstances, they may receive supplemental employment and pay from the University. Further information on compensation, benefits, and taxation for fellows sponsored by NRSA grants is found in the policy *Benefits, Tax, and Other Policy Provisions For Postdoctoral National Research Service Awards and Health Resources and Services Administration Grants*.

Other exceptions

Approval for other exceptions to the policy may be requested from the provost for academic volunteers or from the senior vice president for business and finance for administrative volunteers.

Related policies

See also the policy on *Engaging Individuals to Work for the University*, which treats the relationship of independent contractors.
