SCHOOL OF PHARMACY & PHARMACEUTICAL SCIENCES

VOLUNTEERS & VISITORS

Requirements & Restrictions
- Ineligible to receive educational credits and/or compensation in the form of salary or wages
- Cannot be used to replace a career position
- Required training applies to each option listed below
- Unless noted otherwise, volunteer and visitor appointments require advance approval; please allow 2-6 weeks to process.
- International scholars require a J1 visa and proof of adequate funding and insurance for duration of stay; please allow 3 months to process.

UCI Students (pre-approval NOT required; J1 NOT required)
- Must be a currently registered student; supervisor will need to monitor student status for continuing eligibility.
- Appointed as a Contingent Worker – Student Volunteer in UC Path; however, contingent workers are not considered employees. Supervisor will need to report the following information to the Personnel Analyst for UC Path entry:
  - name
  - student ID number
  - zip code
  - term dates
  - projected volunteer hours per week

Visiting Non-UC Student or Professional on Leave from Employer (APM 430)
- Visiting Graduate/Undergraduate/Scholar is not an employment title, but approval is required from the Vice Provost for Academic Personnel and a Contingent Worker appointment will be entered into Path.
- Appointments cannot exceed 1 year
- A Visiting Scholar must possess a terminal degree appropriate for this status and be on leave from their employer
- A Visitor Grad or Undergrad must be enrolled in a degree granting program or equivalent at an institution of higher education other than the University of California

Visiting Scholar on Leave from an Academic Institution (APM 230)
- Hire as a without salary Researcher or Project Scientist

Those Who Do Not Fit Any of the Above Categories
- May be able to hire as a without salary employee in the Specialist series; minimum bachelor’s degree required.

Volunteer/Visitor Policies
- HR 300.13, HR Guidelines for Volunteers
- EH&S policy on Visitors & Minors in Labs

Guidelines cover visitations ranging from passive tours to active research projects (volunteering)