

Categories of Research Roles at BWH

	Employees	Sponsored Staff	Consultants	Unpaid Interns/Trainees	Volunteers
Definition	As a general rule, any person who is providing services of direct benefit to the institution in an environment in which they are expected to perform most tasks independently, without close supervision, would be defined as an employee. Employees must be paid fair wages in compensation for their services. Most students working in temporary positions (ie. summer positions or Co-op positions) are considered employees unless they meet the specific criteria for any of the other roles (ie. intern/trainee, sponsored staff, etc.)	Sponsored Staff are people working at the hospital who are receiving their salary from sources other than the hospital. These people perform all the same types of services as a regular employee but are not paid off of the hospital payroll. Sponsored Staff are typically paid by other academic institutions, foundations or foreign governments.	Partners Finance defines independent contractors as "unincorporated individuals who are not dependent on a specified employer for a livelihood, who provide a service, usually requiring specialized skills and training, to various organizations and who execute a specific defined project, usually non-recurring, and usually for a limited time period." The Partners Payroll Department, in collaboration with the PHS Corporate Tax Manager, reviews all proposed independent contractor arrangements prior to commencement and approves those that meet corporate and IRS criteria.	Laboratories may set up lab-based research training programs so that interns/trainees can gain experience and develop relevant skills in a research laboratory. People participating in such programs are not considered employees (and therefore not paid a wage), but, rather, are considered trainees who are participating in the lab purely for instruction. As per Department of Labor regulations, in order to qualify as a training program (and therefore be allowed to bring on unpaid research trainees), the following six standards must all be met: 1. The training is similar to what would be given in a vocational school or academic educational instruction; 2. The training is for the benefit of the trainees or students; 3. The trainees or students do not displace regular employees, but work under close observation; 4. The employer that provides the training derives no immediate advantage from the activities of the trainees or students, and on occasion the employer's operations may actually be impeded; 5. The trainees or students are not necessarily entitled to a job at the conclusion of the training period; and 6. The employer and the trainees or students understand that the trainees or students are not entitled to wages for time spent training.	Volunteers serve in many capacities throughout the hospital, participating in activities that primarily serve charitable or humanitarian purposes. Occasionally, volunteers may work in a research laboratory. Typically, volunteers participate on a sporadic, part-time basis (generally <20 hours/week) based on a schedule that is convenient for the volunteer. Volunteers generally participate in activities ancillary to the daily work of the lab, providing support in the lab for functions not ordinarily provided by regular lab employees. Activities in a research lab are not typically appropriate for a volunteer. If you are planning on having a volunteer in your lab, please contact the Office for Sponsored Staff and Volunteer Services to discuss appropriate roles.
Office Responsible for On-Boarding	Human Resources	Office for Sponsored Staff and Volunteer Services	Payroll and Purchasing	Office for Sponsored Staff and Volunteer Services	Office for Sponsored Staff and Volunteer Services
Compensation	Must pay appropriate wage based on job responsibilities. Non-exempt employees must be paid an hourly wage plus overtime for any time above 40 hours/week. Only those employees who are in an "exempt" status job code are exempt from overtime pay requirements. Exempt employees are paid a weekly or monthly salary.	Sponsored Staff receive their compensation from sources outside of the hospital. The alternate source, amount and method of compensation must be documented prior to the start of work. Compensation must meet minimum monetary thresholds to qualify.	Consultants are paid based on the terms of an Independent Contractor Agreement. Departments must obtain a Purchase Order prior to the commencement of the consultant services.	Interns and trainees must be participating in a training program that meets all of the 6 criteria outlined by the Department of Labor. Unpaid interns may not be paid any money that may be considered a wage (remuneration in recognition of hours worked or services provided). They may be paid an expense stipend to cover "reasonable expenses" directly associated with their involvement at BWH. Expense stipends should generally not exceed \$40/day.	Volunteers are not paid a wage, but the department may choose to pay a nominal stipend (usually up to \$12/day) and/or documented expenses directly associated with their volunteer activities (ie. transportation, food, etc.). Nominal expense stipends greater than \$12/day should by the Office for Sponsored Staff and Volunteer Services.
Office Responsible for Processing Payments	Payroll (wages)	N/A	Accounts Payable (consultant fees)	Accounts Payable (expenses)	Account Payable (expenses)
Information	http://www.brighamandwomens.org/humanresources/hrhomepage.aspx	http://www.brighamandwomens.org/volunteer/SponsoredStaff.aspx	http://is.partners.org/finance/independentcontractor.html	http://www.brighamandwomens.org/volunteer/default.aspx	http://www.brighamandwomens.org/volunteer/ResearchVolunteers.aspx?subID=submenu5