Decision Tree: What kind of Visitor or Volunteer Should I Register?

Does the visitor meet the definition of “unescorted visitor” per OHSU Visitor Policy No. 07-15-010?

Yes

Are they receiving compensation for their visit?

No

Are they receiving academic credit [from their home institution] for their time here?

No

Which description most closely matches their situation?

Visiting Scholar:
Established academic and/or research professionals who are here to learn from OHSU personnel, collaborate on work, or use OHSU specialized equipment in an academic and non-research capacity. These individuals are not entitled to employment. Additionally these individuals may be compensated from an outside source, or by OHSU via stipend or honorarium in accordance with OHSU policy; or could be unpaid.

Experiential Visitor:
Individuals who voluntarily participate in various activities to gain knowledge, skills, and abilities to propel them towards their future professional or educational goals. These individuals may be compensated from an outside source or through OHSU Accounts Payable; or could be unpaid. Additionally, these individuals may or may not be entitled to employment/academic enrollment.

Volunteer:
Individuals who donate their time and service without compensation in an selfless effort to fulfill OHSU’s mission. Particular skills sets are not typically required.

Skilled Volunteer:
Individuals who are volunteering to provide OHSU will their professional expertise or skills on a very limited basis without compensation in a selfless effort to fulfill OHSU’s mission. Additionally, these individuals do not have entitlement to future employment.

Yes

Are they donating their time with altruistic intent?

No

Are they receiving academic credit [from their home institution] for their time here?

Yes

They are a Non-OHSU Student Intern

No

Are they receiving compensation for their visit?

Yes

Are they receiving academic credit [from their home institution] for their time here?

No

Which description most closely matches their situation?

Yes

No

Contact your HR Business Partner about appropriate classifications