

Non-Employee Actions

Engagement	Selected Details (refer to RCUH Employee Independent Contractor Policy)	Payment	How to Request
Independent Contractor **	Scope pursuant to IRS and DOL regulations, not current or former RCUH Employee	Compensation or Honorarium	RCUH Employee-Independent Contractor Memo Request
Guest Speaker **	Not current or former RCUH Employee	Honorarium/ Token payment (not wage or fee for service)	RCUH Employee-Independent Contractor Memo Request
Non-Compensated Project Support	Short-term project support services	No compensation, Travel reimbursements, per diem	No formal request needed - Master EIC Memo: Non-Employee, Non-Compensated Project Support
Off-Duty/Special Duty Police	Short-term use of Special Duty Police Officers	Applicable hourly rate	No formal request needed - Master EIC Memo: Non-Employee Special Duty Police
Research Study Participant	Short-term use of participants in confidential surveys	Token payment up to \$250	No formal request needed - Master EIC Memo: Non-Employee – Research Study Participant
Volunteer	Direct Projects only (no UH projects)	Unpaid services, except for reimbursement	Request Volunteer Program with Director of HR

**** For consideration of current (or former) UH employees, PIs/FAs must review the allowability of this action with their school's Fiscal Administration to ensure compliance with UH Policies.**