

Human Resources Requirements

Departments or Units wishing to engage a volunteer must complete a description of the duties and services to be performed by a volunteer and submit to the Director of Human Resources. The Director will determine if the request for the volunteer is approved. Pending approval, the Departments or Units may move forward in onboarding their volunteer. The memo should outline:

- Name of volunteer
- Responsibilities of volunteer
- Duration of volunteer assignment
- Hours worked for volunteer
- To whom volunteer will report
- If volunteer is over or under the age of 18
 - If under the age of 18, a description of the work environment must be included outlining the work environment and the individuals whom have unrestricted access to the minor
 - *HR will determine if a CORI check is appropriate for given environment.*
 - CORI check will be processed by Human Resources.

2. For volunteers **over the age of 18**, the following paperwork will be submitted to Human Resources:

- Volunteer confidentiality agreement
- Request for Non-Compensated BUID form
 - Patent Policy
 - Conflict of Interest form

3. For volunteers **under the age of 18**, the following paperwork will be submitted to Human Resources:

- Parent/Guardian Consent form
- Work Permit
- Volunteer confidentiality agreement
- Request for Non-Compensated BUID form
 - Patent Policy
 - Conflict of Interest form

4. For volunteers in a laboratory setting, the responsibilities must be submitted to Environmental Health and Safety. The work must be approved and the approval must be forwarded to Human Resources.

5. A "Non-Compensated" position must be created in SAP.

6. Once all paperwork is submitted, the volunteer is to be hired into SAP.

For individuals in the RISE program who already are affiliated with BU, HR will need the following forms:

- Patent policy
- Volunteer agreement

Please also provide the names of the individuals in this program, who will be mentoring them, the responsibilities of these individuals, and for how long they will be participating.

Non-Comp positions will not have to be created in SAP because they are already affiliated with BU.

For any other questions, please contact:

Alison Gray

HR Consultant
Office of Human Resources
Boston University Medical Campus
801 Massachusetts Avenue, Suite 400
Boston, MA 02118-2605
Phone: 617.638.5420
Fax: 617.638.8820
www.bu.edu/hr

Research office
650 Albany St. 3rd Floor x344A
ahourani@bu.edu
Phone: 617.414-1048.

VOLUNTEER STATUS CONFIRMATION & CONFIDENTIALITY AGREEMENT

As a volunteer to Boston University, you play an important role in assisting the University to accomplish its education and charitable mission and contributing to the success of students, faculty, and staff. Boston University thanks you for volunteering. A volunteer willingly performs unpaid service for civic, charitable or humanitarian reasons or to gain practical work experience. Volunteers must perform such services without promise, expectation or receipt of compensation, including the promise of future employment, deferred payment, or other tangible benefit. Such services must be offered willingly and voluntarily.

1. Confirmation of Volunteer Status

By signing below I hereby acknowledge and agree that: i) I am volunteering my time and service to Boston University; ii) I am not an employee of Boston University; iii) I do not have any expectation of future employment with Boston University; iv) I have not been promised compensation or anything of value in exchange for volunteering; and v) I do not expect to receive compensation or anything of value in exchange for volunteering.

Further, I understand that I have made no firm commitment to the University. I may come and go as I please. I also understand that Boston University has made no commitment to me and if requested to leave the premises by my supervisor or other employee in the office in which I'm working, I agree to do so. At all times as a volunteer, I agree to act in a courteous and polite manner and I agree to abide by all University policies and procedures.

2. Confidentiality

As a volunteer, I agree to adhere to the confidentiality policies that govern information acquired through my activities. This information may include, but is not limited to, student, faculty and staff personnel, financial or academic records; faculty teaching and research; and, University business information and internal communications, which includes conversations related to office and/or University operations. This may include technical information, patentable inventions, trade secrets as well as information about trademarks and/or copyrights. I understand that both I am obligated to protect the confidentiality of this information, and that I may not reproduce, disseminate or disclose its contents to any third party in any way.

I understand that I am required to follow the terms of the University's Information Security Policy (http://www.bu.edu/policies/pdf/Info_Security_Policy_02-17-10_2.pdf) and the University's Personal Information Protection Program (http://www.bu.edu/policies/pdf/PI_Protection_Program_02-12-10_2.pdf).

Boston University expects that all volunteers will respect the confidentiality of work-related information and adhere to these policies. Any failure to do so may result in legal action to protect University's rights, including dismissal.

Name: _____

Signature: _____ Date: _____

Supervisor's Name: _____

Signature: _____ Date: _____



School of Medicine
School of Dental Medicine
School of Public Health

BOSTON UNIVERSITY MEDICAL CENTER

PATENT POLICY AND AGREEMENT

Boston University Medical Campus
715 Albany Street
Boston, MA 02118

BOSTON UNIVERSITY MEDICAL CENTER
PATENT POLICY AND AGREEMENT

PREAMBLE

The patent policy outlined herein is the Policy of the Boston University Medical Center, whose constituent members are Boston University School of Medicine, Goldman School of Dental Medicine and Boston Medical Center Corporation (collectively referred to hereafter as the "Medical Center"). The Medical Center recognizes that patentable inventions may be made in the course of research sponsored by the Medical Center and/or by others through the Medical Center. It is the desire of the Medical Center to maximize the benefits to the individual who makes such patentable inventions, to the Medical Center and to the general public, and, thus, to stimulate initiative in the faculty, staff, and employees of the Medical Center. The Medical Center recognizes that this may best be accomplished through patenting and licensing such inventions in a manner consistent with the public interest and for such purpose the Medical Center hereby establishes the patent policy set forth herein. This Policy supersedes the policy as issued March 1, 1963 and amended November 23, 1981 by the predecessor constituent members of the Medical Center, namely, Boston University School of Medicine, Goldman School of Graduate Dentistry and University Hospital, Inc., and all other patent policies and amendments therein applicable to the Medical Center.

1. PATENT POLICY

- A. In order to protect the public good and the Medical Center, and in order to fulfill obligations to research sponsors, the Medical Center shall claim equity in all discoveries and its right to acquire the title to and control of such discoveries where the discoveries are made by faculty, staff, employees, or students (including all types of trainees or postgraduate residents or fellows) working on or arising from programs supported in whole or in part by funds, space, personnel, or facilities provided by the Medical Center.
- B. Where a discovery is made by an inventor outside of any program conducted by the Medical Center, and the inventor can demonstrate that the Medical Center did not provide or administer significant funds, space, personnel, or facilities for work leading to the discovery, the discovery shall remain the exclusive property of the inventor or his/her sponsor. The Medical Center shall not ordinarily consider provision of office, classroom, or library facilities as constituting significant use of Medical Center funds, space, personnel or facilities.
- C. When necessary, the Medical Center Patent Committee shall decide whether an invention or discovery should be classified under Paragraph 1A or 1B. The decision of the Committee is appealable to the Medical Campus Provost and the President of Boston Medical Center Corporation, who shall jointly render a decision.

2. ROYALTIES

Where the Medical Center is entitled to equity in a discovery, any "Net Royalties" (as defined below) that are earned from the invention shall be allocated among the inventor(s) and constituent members of the Medical Center in accordance with this Paragraph. "Net Royalties" are defined as gross royalties less amounts granted by the Medical Center specifically for the invention or discovery process, and the costs of securing, protecting, preserving, and maintaining patents, and of licensing and marketing of the patent rights, or other costs or fees directly attributable to the inventions being licensed. The Boston University Community Technology Fund ("CTF"), when it acts as agent for the administration of patents or discoveries made within the Medical Center, shall receive the percentage set forth below of the Net Royalties. The remaining Net Royalties shall be divided among the inventor(s) and constituent members of the Medical Center, including

any shares to be allocated to the department or division of the inventor(s), in the following proportions depending upon which constituent member of the Medical Center provided the resources that permitted the invention to be made:

<u>If BUSM</u>	<u>%</u>	<u>If BMC</u>	<u>%</u>	<u>If GSDM</u>	<u>%</u>
Inventor(s)	30	Inventor(s)	30	Inventor(s)	30
Department	10	Department	10	Department	10
BUSM	35	BMC	35	GSDM	35
CTF	20	CTF	20	CTF	20
BMC	2.5	BUSM	2.5	BMC	2.5
GSDM	2.5	GSDM	2.5	BUSM	2.5

Ordinarily, CTF will be responsible for determining which constituent member's resources permitted the invention to be made and reporting these decisions regularly in writing to the Medical Center Patent Committee. The principal resources to be considered in making this decision are external grant support awarded to an institution, internal support provided by an institution and space provided by an institution to support the work leading to the invention. If more than one constituent member has provided resources, the institutional shares shall reflect the proportion of total resources provided by each constituent member. In the event that one or more of the constituent members do not agree with the decision of CTF (or in the event that CTF is not acting as the administrative agent for the invention), then the decision shall be made jointly by the Medical Campus Provost and the President of Boston Medical Center Corporation.

The allocation of Net Royalties set forth above may be varied upon the written consent of the inventor(s), the President of Boston Medical Center Corporation and the Medical Campus Provost.

3. DISCLOSURES

Because the securing of rights in discoveries and inventions depends on prompt and efficient patent application and administration, all faculty, staff, students, and employees of the Medical Center who make inventions or discoveries shall immediately disclose said inventions or discoveries to the Director of the Office of Technology Transfer of CTF, and to the inventor's supervisor. This disclosure obligation shall apply to all inventions and discoveries without regard to whether they fall under Paragraph 1A or 1B above. The Director of the Office of Technology Transfer shall refer requests for classification under Paragraph 1B to the Medical Center Patent Committee for decision, and shall communicate the Committee's decision to the inventor(s).

4. PATENT ADMINISTRATION

The Boston University Community Technology Fund shall ordinarily be the agent of the Medical Center for the administration of inventions and discoveries covered under Paragraph 1A subject to the terms herein. The Medical Center Patent Committee shall consist of an equal number of representatives appointed by Boston University and by Boston Medical Center Corporation. The members of the Committee, and its Chairman, shall be designated by the Medical Campus Provost and the President of Boston Medical Center Corporation. CTF shall render a written semiannual report to the Provost of the Medical Campus, the President of Boston Medical Center Corporation and the Patent Committee on the disposition and status of all inventions and discoveries submitted.

In the absence of a Medical Campus Provost, the President of Boston University shall perform all of the duties of such Provost under this Policy.

5. COVERAGE

This Policy shall cover only discoveries and inventions that are patentable as the term is defined in the United States Code, as amended, or the laws of other countries where applications are filed.

6. DISPUTE RESOLUTION

Any disputes that arise under this Policy that are not resolved by the Medical Campus Patent Committee shall be referred to the Medical Campus Provost and the President of Boston Medical Center Corporation for resolution by joint decision.

7. ACKNOWLEDGMENT AGREEMENT

An appropriate form shall be signed by all faculty, staff, employees and students working at the Medical Center providing for specific acceptance of the terms of this Policy. Rights and obligations under this agreement shall survive any termination of enrollment, appointment or employment at the Medical Center.

Nothing herein contained is intended to grant or dispose of any right, title, or interest to any disclosure, idea, improvement, or invention, whether patentable or not, which has been supported or funded by outside parties who acquire rights to such disclosure, idea, improvement or invention.

8. CONSULTING AGREEMENTS

The rights of the Medical Center under this Policy, and the interests of sponsors under research grants or contracts, may not be abrogated or limited by consulting agreements or other contracts entered into between Medical Center students, trainees, medical staff members, faculty or employees and outside organizations or employers. Medical Center students, trainees, medical staff members, faculty and employees should inform outside employers of their obligations and commitments to the Medical Center under this Policy. Such students, trainees, medical staff members, faculty and employees should ascertain that patent clauses in their agreements are not in conflict with their obligations to the Medical Center under this Policy. Each student, trainee, medical staff member, faculty member and employee should make his/her obligations to the Medical Center clear to those with whom such agreements may be made, and should ensure that they are provided with a current statement of this Policy. Upon request, the Office of Technology Transfer will provide a standard clause which may be inserted in a student's, faculty member's or employee's consulting agreement. This clause will put third parties on notice as to the Medical Center's rights under this Policy with respect to inventions and discoveries. In cases of conflict over disposition of rights, the Medical Center reserves the ultimate right to determine the final disposition of the rights and interests involved.

9. ADOPTION AND EFFECTIVE DATE

The above Policy is adopted on behalf of the Boston University Medical Center by the Trustees of Boston University and Boston Medical Center Corporation, effective as of August 1, 2000 ("Effective Date").

10. TERM

This Policy shall continue in effect until termination by the Trustees of Boston University or by Boston Medical Center Corporation, by written notice from one to the other. The Policy shall cover any and all inventions and discoveries which are disclosed or occur after the Effective Date and which are disclosed prior to termination.

PATENT AGREEMENT

I affirm that I have received and have read the Boston University Medical Center Patent Policy. For and in consideration of the provisions by Boston University Medical Center of support in the form of funds, space, personnel, facilities, instruction, supervision or other assistance, I hereby accept, and will abide by, and fully comply with the aforesaid Patent Policy as determinative of my rights and obligations in relation to any discoveries or patentable inventions.

Signature

Date

Name (please type or print)

Department

Boston University

Institution



Boston University Human Resources

Conflict of Interest Policy Employment Disclosure Form

In accordance with the Conflict of Interest Policy of Boston University, all applicants who are interviewed for regular full-time or regular part-time positions at Boston University are required to provide the following information.

Do any member(s) of your immediate family currently work at Boston University or currently serve as a member of the Boston University Board of Trustees? A member of one's Immediate Family means:

- spouse
- a child, grandchild, parent, grandparent, brother, sister, uncle, aunt, nephew, niece or the spouse of any such person
- a person having a step-relationship described above
- parents-in-law, brothers- or sisters-in-law, sons- or daughters-in-law
- any person who resides in the same household as you

Yes _____ No _____

If YES, please provide the following information:

Name(s) of Immediate Family Member(s)	Department or Board Member
1) _____	_____
2) _____	_____
3) _____	_____
4) _____	_____

I represent that the information I have provided is true to the best of my knowledge and I understand that any misrepresentation of information on this form may be grounds for denial of employment or my immediate dismissal.

Print Your Name

Your Signature

Date

SOP # 17 POLICY ON “NON LABORATORY PERSONNEL” INCLUDING VISITORS AND STUDENTS IN LABORATORIES

POLICY ON VISITORS

The OSHA Laboratory Standard, 29 CFR 1910.1450 emphasizes the importance of training personnel who work with hazardous chemicals. Consequently, Boston University Medical Campus and Boston Medical Center have instituted the following policy:

- ❑ No person under the age of 18 is allowed in the laboratory without prior written approval from the Office of Environmental Health and Safety (EHS). Requests for exceptions to this rule must be made in writing to EHS. Direct questions to EHS at (617) 638-8830.
- ❑ All visitors, including outside contractors, must be escorted and supervised by lab personnel at all times when in the lab.
- ❑ No sandals or open toed shoes are allowed in laboratories.
- ❑ No visitors are allowed in BL-2+ or BL-3 labs without the written permission of the lab supervisor and the EHS.
- ❑ Laboratory personnel shall make every effort to arrange for the safe and proper removal of hazards from the lab and ensure that the lab is in a condition appropriate and presentable for visitors.

STUDENTS WORKING IN LABORATORIES

Students, who wish to work in laboratories regardless of whether or not they receive financial compensation for their work, must be at least 15 years of age. Any student under the age of 18 must present the “Laboratory Student Consent Form”, Exhibit B, signed by their parent or guardian showing that they have been made aware of laboratory safety rules and procedures. Any student under the age of 16 must present an employment permit from the superintendent of schools (MGL 149 § 86).

Students, who are not US citizens, must either present their green card, or a valid written work permit from the INS, which allows them to work in the United States.

All students must attend a Laboratory Safety Training session presented by EHS prior to beginning work in the lab, even if this work is confined to the computers in the lab. The students must be thoroughly familiar with the Chemical Hygiene Plan. The appropriate personal protective equipment must be provided by the supervisor and worn as required. No student under the age of 18 may be left alone or unsupervised in a lab. Students under the age of 18 who have prior written permission from EHS to work within a laboratory may not work with radioisotopes, or with biohazardous materials including human materials in a BL-2 or above lab.

Only employees who have attended a Laboratory Safety Training session within the last 12 months may supervise a student. The supervisor is responsible for supplying EHS with the student’s name and a short description of the nature of the lab assignment.

Exhibit A

STUDENT SAFETY ORIENTATION CHECKLIST

The following safety checklist was developed by the Office of Environmental Health and Safety (EHS) to assist Principal Investigators in meeting their obligations to orient and train students working in their laboratory. For more information, training assistance, or materials, call EHS at (617) 638-8830

BEFORE WORK BEGINS....Review the following items with your student:

1. All students must have clearance from the Department of Occupational and Environmental Medicine.
2. For students who are under 18, but at least 15 years of age, contact the EHS to review the proposed work.
3. Students under the age of 18 must present the *Laboratory Student Consent Form* signed by their parent or guardian.
4. Students under the age of 16 must present an employment permit from the superintendent of schools.
5. Students must attend a Laboratory Safety Training session before starting to work in the lab.
6. Students need to read and understand the Chemical Hygiene Plan (CHP) and know the name and phone number of the Chemical Hygiene officer (CHO).
7. Certain tasks in the lab will require the wearing of lab coats, gloves and eye protection as determined by the CHO.
8. When in the lab, students under the age of 18 must always be supervised by a qualified permanent member of the department.
9. Students under the age of 18 are not allowed to handle radioactive materials.
10. Students under the age of 18 may not work at BL-2+ level (or higher).

I/we have reviewed the safety precautions that are specific to the hazards of this individual's project and this lab. They are:

Name, phone number, location of Principal Investigator:

Name and phone number of CHO:

Date _____

Exhibit B

Boston University Medical Center
Office of Environmental Health & Safety
715 Albany Street, M470
Boston, MA 02118
Phone: 617 638-8830
Fax: 617 638-8822
www.bu.edu/ehsmc

To: Student, Parent/Guardian:

Re: **Laboratory Student Consent Form**

The undersigned student agrees to observe the following safety procedures while participating in any laboratory work at Boston University Medical Center:

1. Wear appropriate clothing to the lab, including closed-toe shoes, long pants/skirt, and long sleeved shirt.
2. If vision correction is necessary, wear glasses instead of contact lenses.
3. Tie back long hair and remove all dangling jewelry.
4. Do not bring food or drink into the laboratory.
5. Do not apply cosmetics in the laboratory.
6. Wear safety equipment, lab coat, gloves and safety glasses when instructed to by laboratory staff. (Note: Please notify staff if you have an allergy to latex gloves.)
7. Behave in an orderly, safe, and professional manner.
8. Use all equipment and reagents only as directed.
9. Use the appropriate trash for designated waste.
10. Report all injuries, spills, or breakage to laboratory staff.
11. Use eyewash/shower for emergencies only.
12. In the event of a fire alarm, exit the lab immediately in an orderly fashion.
13. Work only in designated areas of the building.
14. Do not work alone in the laboratory; an instructor must be present at all times.
15. Work only in designated areas of the building; enter only offices, laboratories, or other rooms that have been designated by your supervisor.
16. Wash your hands before leaving the laboratory.

I agree to behave in a responsible and safe manner during my participation in all laboratory activities. I understand that any behavior judged by the laboratory staff to be inappropriate or dangerous cannot be tolerated and will prohibit my further participation in the laboratory.

Student Signature: _____

Parent/Guardian Signature (if student is under 18) _____

Emergency Contact #: _____

Date: _____



**THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF LABOR STANDARDS**

Employment Permit Application for 14 through 17 Year-Olds

Instructions: After completing the form and obtaining the required signatures as indicated, take this completed form to the Superintendent of Schools, or the person your school has authorized to issue work permits, in the school district where you live or in town where you attend school. You should bring with you proof of your age, such as your birth certificate, passport, or immigration record. The Superintendent, or his or her authorized agent, will then issue you an Employment Permit.

Bring the signed work permit back to your employer who must keep it until you leave the job.

Questions about this application should be directed to the Department of Labor Standards at (617) 626-6952.

If you are under 18 years of age, you must obtain a work permit before starting a new job.¹ G.L. c. 149, §§86-89. The following are the steps you should take; please note that a Physicians Certificate of Health is required only of 14 and 15 year-olds.

Steps for Getting an Employment Permit

1. Obtain a job offer from an employer.
2. Ask the employer to complete the following section:

Promise of Employment

Name of Minor:
Name of Employer:
Business Address:
Job Title & Primary Duties:
Number of Hours per day Minor is to be Employed:
The undersigned agrees to employ this minor as stated above and in compliance with state law.

¹ Minors who are 17 years of age, who can show documented proof of a high school diploma or the equivalent to the school official authorized to issue work permits, do not need a signed work permit, but must still complete this permit application.

A summary of laws governing minors' hours of work and hazardous occupations can be found at the end of this application form.

Signature of Employer or Authorized Agent

Date

3. **For 14 and 15 year-olds only (16 and 17 year-olds may skip this step):** Ask your doctor to complete the following section:

Note: The following Certificate of Health must be signed **within 12 months** of the date this application is presented to the school official issuing the permit.

Physician's Certificate of Health

I hereby certify that I have made a thorough physical examination of the following named 14 or 15 year-old minor:

and that, in my opinion, said minor is in sufficiently sound health and physically able to perform the work indicated above. **A summary of laws governing minors' hours of work and hazardous occupations can be found at the end of this application form.**

Signature of Physician

Date

4. Ask your parent, guardian, or custodian to sign below.

I hereby approve the issuance of a permit for the work indicated above. **A summary of laws governing minors' hours of work and hazardous occupations can be found at the end of this application form.**

Name of Parent, Guardian, or Custodian

Signature of Parent, Guardian, or Custodian

Date

5. Sign this application below:

Signature of Minor

Date

Summary of Massachusetts² Laws Regulating Minors' Work Hours and Occupation Restrictions

Prohibited Jobs (Hazardous Orders)

Persons under 14 may not work: There are a few exceptions to this such as working as news carriers, on farms, and in entertainment (with a special permit).

Persons under 16 years old may *NOT*:

- Operate, clean or repair power-driven machinery (except office machines or machines in retail or food service not otherwise prohibited)
- Cook (except on electric or gas grills that do not have open flames)
- Operate fryolators, rotisseries, NEICO broilers, or pressure cookers
- Operate, clean or repair power-driven food slicers, grinders, choppers, processors, cutters and mixers
- Perform any baking activities
- Operate microwave ovens (except to heat food in microwave ovens with a maximum capacity of 140 degrees Fahrenheit)
- Clean kitchen surfaces that are hotter than 100 degrees Fahrenheit
- Filter, transport, or dispose of cooking oil or grease hotter than 100 degrees Fahrenheit
- Work in freezers or meat coolers
- Work in a manufacturing facility or occupation (e.g., in a factory, as an assembler)
- Work on ladders, scaffolds or their substitutes
- Work in garages, except dispensing gas and oil
- Work in brick or lumber yards
- Work in amusement places (e.g., pool or billiard room, or bowling alley)
- Work in barber shops
- Work in construction, transportation, communications, or public utilities (except doing clerical work away from heavy machinery off the job-site)
- Work in warehouses (except doing clerical work)
- Load or unload trucks, railroad cars, or conveyors
- Ride in or on a motor vehicle (except in a passenger seat wearing a seatbelt)

² This is a compilation of state and federal child labor laws. The most protective laws are presented here and apply to all employers of teens including parents who may employ their children. There are additional regulations in this area not summarized here and some exceptions for employers in agricultural industries. Questions about the state child labor laws should be directed to the Massachusetts Office of the Attorney General, Fair Labor and Business Practices Division (617-727-3465). Questions about federal child labor laws should be directed to the U.S. Department of Labor, Wage and Hour Division (617-624-6700).

- Wash windows in public or commercial buildings if the window sill is more than 10 feet above the ground
- Work doing laundry in a commercial laundry or dry cleaning establishment
- Work as a public messenger
- Work at processing operations (e.g., in meat, fish, or poultry processing or cracking nuts, bulk or mass mailing)
- Work around boilers or in engine rooms
- Do industrial homework
- Work with dangerous electrical machinery or appliances
- Work that is determined by the Massachusetts Attorney General to be dangerous to the health and well-being of minors
- **Work in any of the occupations or tasks prohibited for persons under age 18**

Persons under 18 years old may *NOT*:

- Drive a vehicle, forklift or work assist vehicle (except golf carts in certain circumstances)
- Ride as a passenger in a forklift
- Operate, clean or repair power-driven meat slicers, grinders or choppers
- Operate, clean or repair power-driven bakery machines (except for certain countertop models and pizza dough rollers)
- Work 30 feet or more above ground or water
- Handle, serve, or sell alcoholic beverages
- Use circular or band saws, guillotine shears, wood chippers, or abrasive cutting discs
- Use power-driven woodworking machines
- Use, service, drive or work from hoisting machines
- Operate or load power-driven paper balers, compactors, or other power-driven paper processing machines
- Use power-driven metal-forming, punching, or shearing machines
- Use buffing or polishing equipment
- Manufacture brick, tile, or kindred products
- Manufacture or store explosives
- Work in excavation, wrecking, demolition, or shipbreaking
- Work in forest fire fighting, forest fire prevention, timber track operations or forestry service
- Work in logging, sawmilling, or mining
- Work slaughtering, packing, or processing meat or poultry
- Work in railway operations
- Work in roofing or on or about a roof
- Work in foundries or around blast furnaces
- Work manufacturing phosphorus or phosphorus matches
- Work where they are exposed to radioactive substances
- Work as a firefighter or engineer on a boat
- Oil or clean hazardous machinery in motion
- **Work in any job requiring the possession or use of a firearm***

Tasks not specifically permitted by the US DOL Secretary of Labor are prohibited.

Legal Work Hours for Teens in Massachusetts

Note: After 8:00 p.m., all minors must have the direct and immediate supervision of an adult supervisor who is located in the workplace and is reasonably accessible to the minor, unless the minor works at a kiosk, cart or stand in the common area of an enclosed shopping mall that has security from 8:00 p.m. until the mall is closed to the public.*

14 and 15 Year Olds

Work Hours

Only between 7 a.m. and 7 p.m. during the school year

Not during school hours

Only between 7 a.m. and 9 p.m. during the summer
(from July 1 through Labor Day)

Maximum Hours When School Is in Session

18 hours a week

3 hours a day on school days

8 hours a day Saturday, Sunday, holidays

6 days a week

Maximum Hours When School Is Not in Session

40 hours a week

8 hours a day

6 days a week

16 and 17 Year Olds

Work Hours*

Only between 6 a.m. and 10 p.m. (on nights preceding a regularly scheduled school day) – if the establishment stops serving clients or customers at 10:00 p.m., the minor may be employed until 10:15 p.m.

Only between 6 a.m. and 11:30 p.m. (on nights not preceding a regularly scheduled school day).

Exception for restaurants and racetracks: only between 6 a.m. and 12:00 midnight (on nights not preceding a regularly scheduled school day).

Maximum Hours of Work – Whether or Not School is in Session

48 hours a week

9 hours a day

6 days a week

* Indicates a change MA Child Labor Laws, effective date January 3, 2007.

BUID REQUEST FOR ND/NC

Non-Compensated (ND = Faculty; NC = Non-Faculty)

If BUID # was issued in the past please identify: U _____

MailCode Coordinator or Department Head to complete the following information (PLEASE PRINT):

NAME: _____
LAST FIRST MIDDLE

HOME ADDRESS: _____
CITY STATE ZIP CODE

SSN: _____ -- _____ -- _____ DATE OF BIRTH: _____ -- _____ -- _____ SEX: _____

CITIZENSHIP COUNTRY: _____ LEV2 CD: **ND** or **NC**
(Circle one.)

REASON FOR ID (Please check all that apply):

- ID badge
- BU Email/ACS account
- UIS Account
- INSPIR Account
- Other (Explain): _____

MAILCODE: _____ UNIT/DEPT: _____
(Ex: MED00)

MAILCODE COORDINATOR (MCC) NAME: _____

MCC PH#: _____ MCC EMAIL: _____

MCC or DEPARTMENT HEAD SIGNATURE*: _____

***See Below before signing**

A Signed BUMC Patent Policy Agreement must accompany this request if the person is going to be located on BU property.

*** MCC or Department Head Signature is testifying to the following conditions:**

- **I attest to the identity of the person for whom this BUID is being requested.**
- **If no patent is attached: I attest that the person for whom this BUID is being requested is not going to be located on BU property.**

HR will then enter into the Web Non-Compensated System and forward the BUID# via email to the MCC.

Mail requests or drop off at: BU Office of Human Resources, Crosstown Center
801 Mass Ave, Suite 400 Boston MA 02118

Please call 617-638-4610 if you have any questions.

About This Guide

Complete an Organizational Management (OM) Create Position form when you want to create a position which doesn't currently exist within your organizational (org) structure.

Notes

On the Create Position form, you have 2 options for creating a position:

A. **Create from Job**

Create from Job allows for a position to be created using a job code. One, 20001554 (*To be determined*) allows the Compensation team to assign the correct job code when they see the Create Position form via their Workflow approval.

B. **Copy from Position**

Copy from Position - Use this option when the new position will be the same as an existing position currently within your org structure.

Notes:

- Copy from position will produce a new position with a different position number from the one it was copied from. Each position in SAP has a unique position number
- An org unit can have only 1 manager assigned to it
- If there is already a manager assigned to the org unit your manager-level position will be in, you must first complete an OM **Org Unit Request** form
- Once the Org Unit Request form has been approved, you can proceed with completion of a *Create Position* form

Prior to Creating a Position

- **Contact Central HR to work with them on details for the position you want created**
- Keep in mind Workflow and timing of your Create Position form submission. Actions on the Personnel Administration (PA) side often require an OM position form first be approved. Avoid waiting until the last minute to complete a **Create** (or **Maintain**) **Position** form
- **Check your Org Structure** to determine if a similar position to the one you want to create already exists. If this is the case, obtain the Org Unit ID and Position ID (helpful when using **Copy from Position**). Refer to the segment below for instructions on looking up a position


Looking up a Position within Your Org Structure

1. From the **BUworks Central portal**, click the **Manager Self-Service** or **Payroll Coordinator** tab.
2. Click the sub-tab of **Organization**.
3. Click the **Organizational Overview** link to obtain the ID of the org unit.
4. From the **Org Unit Selection** dropdown, select **Organizational Structure**.
5. Select the appropriate org structure and sub-unit from the list that the position will fall under. For example:



(Continued in the next column)

Looking up a Position in Your Org Structure (cont.)

6. Refer to **Account Assignment Features** to review and mark down existing, active positions for the Org Unit you selected, including the **Position ID** and **Holder** (i.e. employee) of the position. This will help should you opt to use **Copy from Position** later.
7. Click the **Close** button  to exit. **You are now ready to create the position.**

Accessing the Create Position Form

1. From the **BUworks Central portal**, click your **Manager Self-Service** or **Payroll Coordinator** tab.
2. Click the sub-tab of **Organization**.
3. From **Organizational Management Actions**, click the link labeled **Create Position**. The screen refreshes and the **Create Position** form appears, shown below:

You've successfully accessed the Create Position Form!

(Proceed to the next page)

Completing the Create Position Form

You have successfully accessed the Create Position form and are now ready to start completing it:

- 1. Number of Positions** (*you want to create*) – Though defaulting to “1”, you can change this value to indicate the number of (exact same) positions you want to create.

Notes:


- Increasing the Number of Positions from 1 to a greater number is common when creating multiple (typically Casual) positions
- If you're using separate budget lines, leave the Number of Positions at “1”, as these positions will need to be separately created positions (i.e. requiring completion of *separate Create Position forms*)
- Remember, there is a 1:1 relationship between a position and an employee assigned to it - though an employee can hold more than one position

Create from Job vs. Copy from Position

- As stated on page 1, when completing a Create Position form, you have two options: **Create from Job** or **Copy from Position**. Let's look closer at each, starting with Create from Job.

Using “Create from Job”

This option should be used if you know the specific job code that is associated with the position you wish to create.

Clicking **Create from Job** allows you to search across list of **all BU** job codes for the specific job code you want, using the match code icon . **Tip:** In the **Create from Job** text box, you can enter one these 3 commonly-used, generic Job Codes if you aren't sure which Job code to choose from the list:

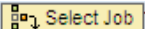
- **For a Casual position you're creating, enter 20001551**
- **For a Non-Compensated Faculty position you're creating, enter 20001552**
- **For a Non-Compensated Staff position you're creating, enter 20001553**
- **If you are not sure which job code to use, enter 20001554, for To Be Determined (TBD).**

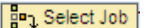
Note: Compensation will assign the correct job code when they see the Create Position form via Workflow approval.

Next - You MUST CLICK the  button!

(Continued in the next column)

Create from Job vs. Copy from Position (continued)


No matter if you've found the specific job code you want or chose to enter 20001551, 20001552, 20001553, or 20001554 you must always select the  button.

Doing so confirms your selection and actually displays it on the screen, next to the  button. Using the 20001554 - TBD example, the screen would display as follows:

Using “Copy from Position”

The other option for getting a position created is using Copy from Position. Copy from Position should be used when you want to create a new position from one which already exists within your Org Structure. The new position will inherit all of the attributes of the position it's copied from. It will, however, have its own unique position number.

Note: Although “copying,” you are permitted to make edits as you go along, given the “new” position will likely require at least minor updating.

As with Create from Job option, you can search for a position by clicking the match code icon  and choose an option from the list. **Note:** the search is conducted against **ONLY** positions within your Org Structure, as opposed to all of BU, as with the Job Code search).

(Proceed to the next page)

Attachments

At this point, you've opted to either Create from Job or Copy from Position (Note: in our example, we've opted to use **Copy from Position**).

We're now looking at the remaining half of the **Action Type** tab of the Create Position form, shown below:

3. "Attachments"

Uploading attachments is **optional**. It is intended for adding attachments containing information specific to the position ONLY. For example, for a *Lab Technician* position, the attachment might contain an expanded list of chemicals the employee will be working with.

Notes:

- The Create Position form being completed will ultimately pass through Workflow for official approval (Comp, Budget, Dept. Level 1 and/or Level 2 approvers) Therefore, you need NOT attach any "offline approval" documents as a means of getting a position past Workflow approval

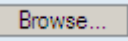

(Continued in the next column)

Attachments (continued) and Comments

"Attachments" (continued)

- NEVER attach documents containing sensitive, employee-specific information
- Attached documents will live on the Position after it's created (not the employee record). They can be viewed via the Maintain Position form. Attachments do not appear in the back-end/SAP
- Information contained within an attachment is not extracted or validated; therefore it will not be searchable nor reportable (i.e. accessible via reporting) in SAP

To upload an attachment:

- Click  to locate the file on your computer.
- Select the file from your local drive. It will then appear on the Create Position form (by name) in the textbox.
- Click .

4. "Comments"

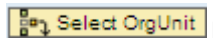
Notes:

- Comments are optional. They have a character limit of roughly 150 (which includes spaces), so be concise in what you enter
- Comments are not seen by the HR Recruitment team, only the Workflow approval groups (Budget, Comp, Dept. Level 1 and/or Level 2 approvers)
- There is a specific field which will be seen later on the *Additional Data* tab called *Recruitment Comments* which can be used to enter comments intended specifically for communicating with the HR Recruitment team

The "Position Details" Tab

5. Click . The **Position Details** tab appears:

- Effective Date** – The earliest date the position can exist as an object in SAP & display within your org structure (remember- the form needs to go through approvals, which could delay the position appearing in your org structure). **Tip:** Given most positions are created because there is an "immediate" need to hire, the Effective Date often is entered as today's (i.e. the current) date.
- Organizational Unit** – This field will pre-populate if you used *Copy from Position*. **Note:** It will need to be searched for and entered if you used *Create from Job*.

Tip: make sure to click the  button after you enter your Organizational Unit.

(Proceed to the next page)

The "Position Details" Tab (continued)

8. **Job** appears, based upon use of **Create from Job** or **Copy from Position**.
9. **Position Long Name (Business Card Title)** – Use this field **only** to enter the name of the position as it might appear on a business card. For example:

Position Long Name (Business Card Title): *
Web Designer

"Recruitment/Hire Indicator"

Recruitment/Hire Indicator

- No/Remove recruitment or hire selection
 Mark this Position open for Hire
 Mark this Position open for Hire and Post to HR Recruitment Website

10. The **Recruitment/Hire Indicator** area of the Create Position form is where you indicate if (and when) you want to initiate the recruitment process to get the position filled AND if you want your position to be posted to the BU HR Recruitment Website or not.

"No/Remove recruitment or hire selection"

No/Remove recruitment or hire selection

This option is used for:

- **Positions that you want to create, but do not want to post, nor hire for yet** - "While I am proactively creating this position, I have no immediate plans to hire an employee into it. I am being proactive, as I know I will eventually need to hire an employee into this position. Once the Create Position form has been approved, the position will appear in my Org Structure based upon the Effective Date I indicated at the top of the form.

(continued in the next column)

"Recruitment/Hire Indicator "(continued)

(continued from previous column)

*The 'door' to the position getting filled remains shut, again - as I have no **immediate** plans to hire an employee into it."*

"Mark this Position open for Hire"

Mark this Position open for Hire

This option is used for:

- **Opening a position for hire that is NOT posted through Human Resources so that an employee can be hired into it. Such non-posted positions include: Faculty, Casual and Non-Compensated Positions, Academic Research, etc.** - "I want the door to this position to be opened, so that it appears on the Hire form as a vacant and available-for-hire position, allowing me to proceed with getting an employee hired into it. I do NOT want this position posted."
- **(On the Maintain Position form) A position which currently exists within your Org Structure that you want to hire an employee into** - "I created this position earlier, but wasn't ready to begin hiring for it. I am now ready to do so, and have therefore selected this option. I do not want this position posted."

(continued in the next column)

"Mark this Position open for Hire" (continued)

(continued from previous column)

Notes:

- When "Mark this Position open for Hire" is selected, a date field automatically appears, labeled "**Earliest Hire Action Date**". Earliest Hire Action Date: * . This is the earliest estimated date you expect to hire someone into it.
- There is a check in place, ensuring the "Earliest Hire Action Date" cannot be set earlier than the "Effective Date" entered earlier, at the top of the Create Position form

"Mark this Position open for Hire and Post to HR Recruitment Website"

Mark this Position open for Hire and Post to HR Recruitment Website

This option is used for:

- **STAFF positions that get posted to the BU Recruitment website (through HR) and get an employee hired into it (also through HR, who enter the new hire)** - "I am requesting HR Recruitment begin the recruitment process for filling this position. This starts with a Recruiter posting it to the BU Recruitment website. I have indicated the ideal date that I'd like the position posted in the **Posting Date**: * field. In working with Recruitment, I am 'opening the door' to this position so as to allow Recruitment to eventually hire a Staff employee into it for me."

Note: Once the position completes Workflow and has all of its approvals, an Recruiter will contact you to discuss the recruiting and posting process.

(Proceed to the next page)

2/28/2012

“Other Position Information”

Position overlaps an existing Position Select this check box only in a case of “**overlap**”- when the position being created is for the person replacing an employee who will not have yet vacated their position when their replacement starts work. Later, after the position you have created has been approved and once the employee *has* vacated their position/left BU:

- A. Complete a **Termination** form on the departing employee.
- B. Complete an OM **Maintain Position** form. Choose **Mark this Position open for Hire**. This flags the position as available for hire (but will not post it) and ensures it will appear on the **New Hire** and **Position Change** forms.
- C. Complete a Personnel Administration **Position Change** form to move the *replacement* employee from their temporarily-created position into the now-vacated position.
- D. Lastly, delimit the “temporary” position that was initially created for the replacement employee, via completion of the OM **Delimit Position** form.

(Continued in the next column)

“Other Position Information” (continued)

- 11. **Weekly Work schedule** – (Note: This is NOT the “Work schedule rule”. This field is to aid Recruitment in terms of the position posting to the BU Recruitment website). In the text box, enter the days, work schedule, and average # hours per week (i.e. *Mon-Fri, 8:30am-5pm, 40 hours*). If the employee will be on a “non-standard” schedule (i.e. *not* Monday-Friday), provide a brief explanation. Your entry will feed to the *Additional Data* tab. If you need more text for your explanation, use the “Recruitment Comments” text area on the “Additional Data” tab.
- 12. **Assignment Duration** – Via the dropdown menu, select the appropriate assignment duration. This feeds to the *Additional Data* tab.
- 13. **Employment Percentage** - Ranges between 100 to 0 (whole numbers). This feeds to the *Additional Data* tab.
- 14. **Recruitment/Department proposed Amount** – Enter what you propose to pay the employee (The amount entered may not end up being the actual salary. This is determined by Compensation, whom you should contact with questions). For **exempt and non-exempt positions**, enter the **proposed annual salary** (e.g. 65000.00). For **casuals**, enter the **proposed hourly pay** (e.g. 15.00). **Note:** The amount entered will not be higher than the approved grade for this position.
- 15. Click

The “Cost Distribution” Tab

- 16. Enter any **Cost Distributions** (if applicable).
Tip: If you use up all three lines, add lines as needed by clicking the button.
- 17. Click

The “Descriptions” Tab

- 18. Enter a **General Description Blurb** for the position, as needed.
- 19. Click

The “Essential Functions” Tab

- 20. **Essential Functions** – To expedite approval of this position and as best practice, enter/update up to 6 essential functions of the position. **Note:** For all **Staff positions** getting posted and **Casuals that you want to pay monthly** – you MUST enter a percentage at the end of the text (as shown below).
 Entering percentages is recommended (but not required) for **Faculty, Non-Comp, Academic Research, and Casuals that are paid weekly**

with the Office of General Accounting to resolve transaction related issues; processing cost transfers; supervising data entry; bank deposits, and other daily tasks in support of finance operations. (25%)

Notes:

- The percent of time entered must be 5% or more for each essential function
 - The total percent time spent on essential functions must total to 100%
21. Click

The “Requirements” Tab

- 22. **Requirements** – (optional) Highlight and select the appropriate value from the **Qualification Catalog**, **Qualifications**, and **Proficiency** field drop-downs relative to this position.
- 23. Click

(Proceed to the next page)

The "Additional Data" Tab

Having completed the Requirements tab, we're now at the Additional Data tab, where we'll start completing the **Additional Posting Information** section:

- 24. **Building** – Select the building the position is based and/or where the employee will work.
- 25. **Mail Code** - Select the appropriate mail code.
- 26. **Office Phone** - Enter the employee's number, if known. If not known, enter the general building phone

PLEASE NOTE! If the position you're creating is for faculty, casual, academic research, non-compensated or other positions which are not hired or posted through Human Resources, scroll to the bottom of the form, Click > Click to submit the form. Click to close the window.

"Recruiting Information"

(Continued in the next column).

"Recruiting Information" (continued)

The "Recruiting Information" section within this tab must be completed ONLY for Staff positions which are to be posted on the BU Human Resources Jobs website. Do NOT complete this section for faculty, casual, academic research, non-compensated or other positions which are NOT hired or posted through Human Resources.

If, on the "Position Details" tab, you did not select the "Recruitment/Hire indicator" of the Recruiting Information section will not be available for completion.

"Recruiting Information" is broken into 4 sections:

- Recruiting Department Information
- Planned Work Schedule Info
- Additional Info
- Recruitment Posting Information

"Recruiting Department Information"

27. **Hiring Manager Lookup** – Click the to locate the hiring manager name from the list whose department needs the position filled.

28. Click . This will auto-populate the **Hiring Manager's Name**, along with the **Email and Phone** field

(Continued in the next column).

"Recruiting Department Information" (cont.)

29. **Recruiting Department** - Via the drop-down menu, select the (only option that appears for the) Recruiting Department. This value is linked to the Org Unit initially selected for this position currently being created.

"Planned Work Schedule Info"

30. **Assignment Duration** - This pre-populates, based upon data entered on the Position Details tab.

31. **Weekly Work Schedule** - This pre-populates, based upon data entered on the Position Details tab.

32. **Weekly Work Hours** - (Skip, as this field is grayed out). Note: This field is entered later, by Compensation.

33. **Employment Percent** - This pre-populates, based upon data entered on the Position Details tab.

"Additional Info"

34. **New/Existing Position** - Given we are completing a Create Position form, select **New Position**.

35. **Grant Funded** – Select *No*, *Yes*, or *Partially*. Note: This information is solely to help the Recruitment team. **Note: Your selection DOES NOT impact/drive actual funding of the position.**

(Proceed to the next page)

Additional Data Tab- Recruitment Posting Info

Do not use this page of the guide for faculty, casual, academic research, non-compensated or other positions which are not hired or posted through Human Resources

We're now at the **Recruitment Posting Information** section of the Additional Data tab, where we'll provide some information to the HR/Recruitment team on the position we're creating and want them to post and get filled. The section is broken into 3 text areas:

- **Posting Description for HR Website**
- **Posting Requirements for HR Website**
- **Recruitment Comments**

Recruitment Posting Information
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Posting Description for HR Website: </div>
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Posting Requirements for HR Website: </div>
<div style="border: 1px solid #ccc; padding: 5px;"> Recruitment Comments: </div>

Reminders:

- The **Recruitment Posting Information** section must be completed **ONLY** for positions which are to be posted on the BU Human Resources Jobs website
- **Reminder: Do NOT complete the Recruitment Posting Information section for faculty, casual, academic research, non-compensated or other positions which are not hired or posted through HR**

Additional Data Tab- Recruitment Posting Info

34. **Posting Description for HR Website**

This is a 5-8 sentence description providing the primary function/purpose of the position. **Note:** It will be viewable by potential applicants.

Format:

- The 1st sentence is a general opening summary statement about the position
- Use present tense
- Each statement should start with an action word that is linked to a value, product, outcome, service or objective
- There should be an emphasis on connecting the position to the mission of the department

Tip: Refer to the following tabs on the Position forms:

- **Descriptions tab:** The Position's "*General Description Blurb*" provides a good starting point for the description
- **Essential Functions tab:** Provides the main position functions to highlight in the description

35. **Posting Requirements for HR Website**

This is a description of the requirements and qualifications needed to perform the position. **Note:** It will be viewable by potential applicants.

Format:

- **1st requirement** is the educational requirements (use abbreviation of *B.A.* or *B.S.* for *Bachelor's degree* and include the specific area of study if necessary i.e. *B.A. in Biology or Chemistry*)
- **2nd requirement** is years of work experience (include specific type of experience if necessary (i.e. *one to three years of related administrative experience working in an academic environment.*)

(Continued in the next column)

Additional Data Tab- Recruitment Posting Info





- **Remaining requirements** then follow (i.e. *excellent communications skills and customer service skills, strong analytical and problem solving skills, experience developing front-end/server side applications using HTML, JavaScript, AJAX, and CSS, experience with content management systems*)

Tips:

- Info within the "Position Requirements" tab of the Position should be consistent with info in the "Posting Requirements for HR website" text area
- If a skill/experience is "preferred" or "desirable," designate it as such
- Include any additional, specific information related to the position that a candidate should know about (i.e. *this position requires frequent travel, this is a live-on position. this position requires weekend and evening hours during peak periods, etc.*)

36. **Recruitment Comments**

This text area is intended for communicating directly with HR/Recruitment. These comments aren't part of the posting.

41. Click . Review each tab and the data entered. **Tip:** To change any info, click  to return to the previous steps or click on the appropriate tab number at the top of the screen.
42. Click  to submit request for approval via Workflow.
43. Click  to close the window. **You've completed the Create Position form! Track approval via Request Tracker. Remember – for Staff positions, a recruiter will contact you once the form completes Workflow to discuss the position and posting of it.**