**Volunteers** - Occasionally people may serve the company as volunteers. The company, as a private institution, may accept the services of volunteers as long as the individual receives no salary or wages and the services are not the same type of service the individual normally performs for the company as a company employee. A volunteer may be paid expenses and nominal fees without establishing an employee-employer relationship. Volunteer work by nonexempt employees will be closely monitored by the home department to ensure compliance with the Fair Labor Standards Act.

**Multiple Positions** - Administrative/Professional and company Staff employees, upon appropriate approvals, may engage in company activities for extra compensation. Such activity must constitute an employer/employee relationship, and will be titled as a multiple job. Multiple jobs shall not be considered as consulting, but rather a bonafide employment opportunity within the company which is eligible for compensation. The primary department will be responsible for all payroll processing. Form [HR-12](http://www.auburn.edu/administration/human_resources/manual/index.htm#3C) must be processed for approval prior to the beginning of the assignment. Sample form may be found in [appendix 3C](http://www.auburn.edu/administration/human_resources/manual/index.htm#3C) and detailed information is accessible at our website.

**Independent Contractors** - The company may engage independent contractors to perform professional type services for a fee. These contracts are subject to strict federal regulations and guidelines regarding employee-employer relationships. Department Heads are responsible for ensuring that an employee-employer relationship does not exist and the contract is executed in accordance with federal guidelines, policies, and procedures. For further information, please refer to the company Spending Policies and Procedures in the company Financial Policies and Procedures Manual.

**Job Titles and Pay Grades** - All Administrative/Professional and company Staff employees will be assigned a distinguishing job title and pay grade. A listing of job titles, along with unique job class numbers, and applicable pay grades is provided on our website.