

Relationship	Relationship Type	Definition	Process Owner*	How to Apply	Risk Consideration
General Associate	AHS Research/ Clinical Administrator	A research administrator who completes administrative functions (e.g. Submitting expense claims, updating Academic Performance Reports) on behalf of a University staff member. This types of relationship includes Research/Clinical Administrators from Alberta Health Services (AHS) and other affiliated groups.	<ul style="list-style-type: none"> <li>HR Services – Faculty of Medicine</li> </ul>	<ul style="list-style-type: none"> <li>The University manager (or delegate) who will manage this relationship initiates the Template Based Hire to create this General Associate relationship.</li> </ul>	<ul style="list-style-type: none"> <li>Liability and WCB are covered by AHS</li> <li>Confidentiality agreement may be required depending on activities</li> </ul>
	Consultant/ Contractor	Independent contractors are individuals that are either self-employed sole proprietors or employees of a contracting firm that the university has engaged with. These individuals work under a “contract for service.”	<ul style="list-style-type: none"> <li>Supply Chain Management</li> </ul>	<ul style="list-style-type: none"> <li>Contact HR Services to help determine whether a Service Provider should be hired and paid as an employee or as an Independent Contractor.</li> <li>Once the Service provider is deemed a Contractor, follow the <a href="#">New Supplier Registration</a> process or <a href="#">How to Set up a Contractor as a Vendor</a> guide to obtain Supplier ID from Supply Chain Management.</li> <li>Once the Supplier ID is provided, a University manager (or delegate) who will manage this relationship will need to initiate a Template Based Hire to create this General Associate relationship.</li> </ul> <p><b>Please Note:</b> the Supplier ID needs to be provided while submitting the TBH request for validation purposes. A PO may be included if the General Associate is an employee of the contracting company.</p>	<p>Incorporated/Limited:</p> <ul style="list-style-type: none"> <li>Liability and WCB are covered by vendor outlined in the contract with Supply Chain Management</li> <li>Safety requirements shall refer to <a href="#">Contractor Accountability to Safety Program (CASP)</a></li> <li>Confidentiality agreement may be required depending on activities</li> </ul> <p>Sole Proprietorship:</p> <ul style="list-style-type: none"> <li>General liability is supplied by the individual</li> <li>WCB may be covered by the University as per WCB legislation</li> <li>Safety requirements shall refer to <a href="#">Contractor Accountability to Safety Program (CASP)</a></li> <li>Confidentiality agreement is required</li> </ul>
	Guest Postdoc	Postdoc scholar getting research training at the University of Calgary but who is compensated through an external fellowship/stipend and not paid through the University of Calgary.	<ul style="list-style-type: none"> <li>Postdoc Office</li> </ul>	<ul style="list-style-type: none"> <li>Contact Postdoc Office for <a href="#">eligibility and Appointment process</a>.</li> <li>Contact <a href="#">HR Services</a> for invitation and immigration assistance.</li> <li>HR Services will facilitate the creation of this General Associate relationship.</li> </ul>	<ul style="list-style-type: none"> <li>General liability insurance is covered by the University</li> <li>Medical Malpractice insurance is only provided for Postdocs while handling animals</li> <li>If a Postdoc is involved with human patients, the post-doctoral must provide own coverage from Canadian Medical Protective Association (CMPA)</li> <li>Waiver required when working in a laboratory, with animals or on University field trip</li> <li>Safety training requirement as per employee</li> <li>Comprehensive health care, hospitalization and repatriation insurance is required at the Postdoc’s own cost</li> <li>No WCB coverage from the University</li> </ul>
	Visiting Scholar	<p>This relationship applies to the following international visitor categories outlined in the <a href="#">International Visitor Matrix</a>:</p> <ul style="list-style-type: none"> <li>Visiting Professor/Researcher</li> <li>Guest Lecturer</li> <li>Self-funded Researcher</li> <li>Research Award Recipient</li> <li>Business Visitors</li> </ul> <p>Visiting Scholar can also be a Canadian or a Permanent Resident, in which case the categories above do not apply.</p>	<ul style="list-style-type: none"> <li>HR Services</li> </ul>	<ul style="list-style-type: none"> <li>Contact <a href="#">HR Services</a> for invitation and immigration assistance.</li> <li>HR Services will facilitate the creation of this General Associate relationship.</li> </ul>	<ul style="list-style-type: none"> <li>General liability insurance is covered by the University</li> <li>Waiver required if work in a laboratory, with animals or on University field trip</li> <li>Training may be required depending on Hazard Assessment</li> <li>No WCB coverage from the University</li> <li>Comprehensive health care, hospitalization and repatriation insurance is required at the international visitor’s own cost</li> </ul>

Relationship	Examples	Definition	Process Owner*	How to Apply	Risk Consideration
<b>Associate – Limited Access</b>	<ul style="list-style-type: none"> <li>Associate Alumni</li> <li>Volunteer</li> </ul>	Individual who is not a student or a staff but requires an association with the University. This relationship type does not require access to other University systems or services other than UCID, IT account and email. This type is used for people who: <ul style="list-style-type: none"> <li>work for other associations, institutes, organizations, businesses that are associated with the University, including Alumni and Student Union; or</li> <li>provide a service or assistance to the University as a volunteer without compensation.</li> </ul>	<ul style="list-style-type: none"> <li>Integrated Service Centre</li> </ul>	<ul style="list-style-type: none"> <li>Contact the <a href="#">Integrated Service Centre</a> on main campus to obtain the UCID Number Request Form.</li> <li>Obtain approval signature of the UCID Number Request form from the Department Budget Owner.</li> <li>Submit the approved UCID Number Request Form to the <a href="#">Integrated Service Centre</a>.</li> </ul>	<ul style="list-style-type: none"> <li>No general liability coverage from the University</li> <li>No WCB coverage from the University except for volunteer</li> <li>Training may be required depending on Hazard Assessment</li> <li>For volunteers, <a href="#">Volunteer Registration and Release of Liability, Waiver of Claims and Assumption of Risk</a> are required.</li> </ul>

\*Human Resources is the business owner of the outlined General Associate & Associate – Limited Access framework. The identified Process Owners are the centralized business units for validating and/or processing the corresponding relationships.