



**UMass Boston/Department of Human Resources**  
**CONTINGENT WORKER (CWR)**  
**Non Employee Paperwork and Instructions**

The Department of Human Resources has established a procedure for individuals who occasionally assist the University of Massachusetts Boston with grant functions, activities development and other services as requested. In most cases, these services require an Employee ID number and Employee ID card that would permit access and various services provided by the University (i.e., e-mail, telephone, business cards, fitness center, etc).

**CWR/Contingent Worker:** A person providing services to the organization and does not have an official relationship with the organization (i.e. Consultants, Adjunct faculty, etc).

In order to gain access to these university services you must have the appointee complete a non-employee instruction packet, which includes:

1. Contingent Worker (CWR) Release of Liability Form and Checklist

Items to be given to CWR:

- **Guide to the Conflict of Interest Law**
- **Guide to Political Activity (Public Employees and Fundraising)**
- **Sexual Harassment Policy**
- **Drug-Free Workplace Policy**
- **University of Massachusetts Policy on Fraudulent Financial Activities**
- **University of Massachusetts Principles of Employee Conduct**

**CWR signature at bottom of form acknowledges receipt of these items.**

2. Personal Data Questionnaire (PDQ): The appointee must complete, sign and date the bottom of the form.

Department then completes a PAF and submits to HR with appropriate approvals/signatures.