

Attestation of Outside Employment – Non-Research

- 1.0 This document serves as an attestation by _____ (hereinafter “the Home Institution”) and _____ (hereinafter the “Individual”) that the Individual is an employee of the Home Institution and remains an employee of the home institution while the Individual is working at Brigham and Women’s Hospital (hereinafter BWH).

- 1.1 The Individual is currently employed full-time by the Home Institution in the position of _____ and has been employed by the Home Institution in this capacity since _____. The Individual is currently paid wages and benefits by the Home Institution for work performed by the Individual for the Home Institution.

- 1.2 The Individual will begin work at BWH in the position of _____ during the period from _____ to _____. The Individual will be working on the following types of projects while at BWH: _____. This work at BWH has been initiated at the direction of the Home Institution and is directly related to and an extension of his/her employment with the Home Institution and, as such, the Individual will at no time be considered an employee of BWH but will remain an employee of the Home Institution through out the time the Individual works at BWH.

- 1.3 As the Individual’s sole employer during the time he or she is working at BWH, the Home Institution is responsible for all wages and benefits that are due to the Individual for the work performed at BWH, in accordance with the policies and procedures of the Home Institution. The Home Institution must inform BWH of any changes made to the Individual’s wages and benefits while the Individual is performing work at BWH.

- 1.4 While the Individual remains an employee of the Home Institution during the time they perform work at BWH, the Individual must comply with all applicable policies and procedures of BWH and Partners Healthcare Inc while at BWH. Failure to follow the policies and procedures of BWH or Partners Healthcare may result in the Individual being denied access to BWH and its facilities.

- 1.5 It is understood that the Individual has not been offered employment at BWH and that the Individual will depart BWH at the conclusion of the term of this agreement. It is anticipated by all parties that the Individual will continue his or her employment at the home institution at the resolution of the research work subject to this agreement.

Institutional Official Signature
[Institutional Official Name and Title]
[Home Institution Name]
[Home Institutional Address]

Date

Individual Signature
[Individual Printed Name]

Date