



WILLIAM
PATERSON
UNIVERSITY

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Procedure for Employment of Foreign Nationals

This procedure provides guidance regarding the employment of foreign nationals/alien workers by William Paterson University. Prospective and current employees must obtain and maintain the appropriate visa status at all times in order to be employed by the University. The University's personnel policies and procedures are consistent with the applicable Federal law and regulations.

The University's visa sponsorship is reserved principally for full-time, temporary or permanent *academic* positions. Exceptions to this policy are made on a case-by-case basis and based on business necessity.

The Office of Human Resources, in concert with the Provost's Office, will act as liaison with the prospective or current foreign national/alien worker employee's legal representative to assist in the coordination and processing of documents. All employment based visa sponsorships must be approved by the University's authorized representative within the Office of Human Resources before employment commences for prospective employees or prior to expiration of current foreign national/alien worker employee's status.

For all approved visa sponsorships, the University will pay all of the Employer's filing fees to the government agency responsible for processing the applications. Any and all other fees, including but not limited to legal or consultant fees, will be the responsibility of the prospective or current employee. Requests for expedited handling (premium processing) must be approved in advance by the Provost's Office and will only be granted in exceptional circumstances. Approval of such requests, and the payment of the attendant filing fee, will be made by the University on a case-by-case basis and based on business necessity.

Due to the variance in government agency processing times, a minimum period of 90 days should be anticipated for processing visa applications. The University cannot hire or maintain the employment of foreign nationals/alien workers without the appropriate visa status. If an employee's visa status expires, the University will terminate the employment relationship. The University, however, reserves the right to rehire an employee if the appropriate visa status is reinstated. No appointment will extend beyond the duration of the employee's authorized status to remain in this country.

Questions with regard to this policy should be directed to the Office of Human Resources at extension 2723.