

WORKFORCE SOLUTIONS

G R E A T E R D A L L A S

Policy Number: A0115	RE: Workforce Solutions Greater Dallas Employee Handbook
Date Issued: 12/16/16	Effective Date: 09/27/16

Immigration Status Assistance Policy

Scope:

This policy applies to Workforce Solutions Greater Dallas ("WFSDallas" or "Company") staff.

Purpose:

This policy provides guidelines for immigration support for permanent residency sponsorship and change in immigration status assistance for WFSDallas staff.

Policy:

Based on various economic and business factors there are very rare occasions where Workforce Solutions Greater Dallas will consider sponsoring a foreign national for a specific non-immigrant or immigrant (work or trainee) visa in the US or for providing assistance for a change in immigration status. In order to ensure compliance with United States immigration laws as well as the regulatory guidelines of the pertinent government agencies, our internal processes relating to such sponsorship are implemented under management scrutiny and diligence.

Any and all immigration related sponsorships or grants of assistance ultimately require pre-approval by the WFSDallas President.

Additionally, the WFSDallas President will, from time-to-time, designate the specific management personnel that are responsible for administration of immigration sponsorship/assistance activities and provides for one point of contact to ensure that all sponsorships/assistance follow proper protocol and are within applicable laws and regulations. Such designated management personnel will provide support, including but not limited to: initiating the visa or application process with the WFSDallas designated outside immigration counsel, providing and overseeing procedures regarding such visa sponsorship or immigration assistance, reviewing job descriptions for work assignments being used in this process; reviewing employment verification letters related to all immigration processes; and maintaining the required files for visa holders or applicant, coordinating and assisting with outside immigration counsel.

All such sponsorships will be conducted only with the assistance of Company designated attorneys and law firms, specifically approved to conduct such immigration processes. No manager, executive or individual employee should retain counsel to initiate this process directly. No individual manager, executive or individual employee should execute any immigration related forms on behalf of the Company or bind the Company in anyway with regard to the immigration sponsorship without a specific approving directive from the WFSDallas President.

Individual managers cannot undertake the sponsorship of foreign nationals and cannot bind the Company in any agreement relating to such sponsorships. The outlined policy is designed to ensure that WFSDallas maintains consistent criteria and processes related immigration sponsorship of foreign nationals on intermittent, temporary or permanent basis. This policy applies to any and all requests involving foreign nationals who are not authorized to work in the U.S. at the time an offer of employment is extended and to certain assistance that may be provided to current employees.

WFSDallas shall be responsible for payment of the required legal fees, government filing fees, and expenses associated with sponsorship of the employee to receive the appropriate work status. WFSDallas shall not seek reimbursement of such fees upon termination of employee's employment unless allowed by law. The employee shall be responsible for payment of all other legal fees and expenses as allowed by law. Notwithstanding the foregoing, if employee accepts employment with WFSDallas, but fails to commence employment, WFSDallas' obligation under this policy shall be terminate and such employee will be responsible for reimbursing WFSDallas for all legal fees and costs expended. Any sponsorship or assistance provided to an employee pursuant to this policy will automatically cease upon the termination of employment.

I. Non-Immigrant Visa Sponsorships

A. New Hires

WFSDallas will consider sponsoring employment visas for new hires on a case-by-case basis. Prior to extending an offer of employment to a foreign national needing visa sponsorship, the business drivers supporting such sponsorship should produce in writing and the WFSDallas President and CFO should be contacted to discuss the equity, cost and reasons for considering such sponsorship. It should be noted that most sponsorships and visa filings require that the costs associated with obtaining or transferring a visa be paid for by our Company.

B. Current Employees (Visa Extensions)

WFSDallas may, at its sole discretion, sponsor the extension of an existing visa for an employee if necessary to maintain the employee's employment authorization. No promises should be made to employees regarding ongoing sponsorship obligations. The following are the minimum criteria an employee must satisfy to request an extension:

- The employee must be meeting performance expectations.
- The employee must be in good standing and not be on any form of warning.
- The employee must have been an employed for at least one year.

Sponsorship and/or extension of any non-immigrant visa does not guarantee that WFSDallas will undertake sponsorship for employment-based U.S. permanent residence on behalf of any employee.

II. Employment-based Sponsorships for U.S. Permanent Residence

Employment-based sponsorship for U.S. permanent residence status (also known as a "green card") will be evaluated on a case-by-case basis and applies only when necessary to maintain employment authorization for an employee on a long term basis. Any sponsorship assistance of an employee in connection with applying for U.S. permanent residence status must first be approved by the WFSDallas President.

It is the policy of WFSDallas to consider acting as a sponsor for permanent residence only after employee has served with the organization for one year. WFSDallas may decide to begin the U.S. permanent residence process earlier, if extraordinary circumstances are present, as determined in the sole discretion of WFSDallas. The decision for WFSDallas to act as a sponsor for U.S. permanent residence is not automatic after one year of service or at any time thereafter. WFSDallas will take into consideration business necessity and whether employee's performance merits consideration for U.S. permanent residence sponsorship. WFSDallas makes no guarantee that it will sponsor employee for U.S. permanent residence, and the decision to act as a sponsor is ultimately made by President. It must be understood that U.S. permanent residence sponsorship can be very complicated and often depends on a great number of factors outside the control of WFSDallas or employee. As such, WFSDallas cannot promise or guarantee that an employee will ultimately be approved for U.S. permanent residence through sponsorship by WFSDallas.

III. U.S. Citizenship Application Assistance

WFSDallas may, upon pre-approval of the WFSDallas President, provide assistance to employees applying for U.S. citizenship. Such assistance is only available after employee has served with the organization for one year and the employee meets all the requirements for applying for U.S. citizenship. WFSDallas may decide to begin the permanent residence process earlier, if extraordinary circumstances are present, as determined in the sole discretion of WFSDallas. The maximum amount the Company will expend for any employee seeking assistance in applying for U.S. citizenship is \$2,000.

The decision for WFSDallas to provide assistance to employees applying for U.S. citizenship is not automatic. WFSDallas will take into consideration business necessity and whether employee's performance merits consideration for such assistance. WFSDallas makes no guarantee that it will provide assistance to employees applying for U.S. citizenship, and the decision to provide assistance is ultimately made by President. Applying for U.S. citizenship can be very complicated and often depends on a great number of factors outside the control of WFSDallas or employee. As such, WFSDallas cannot promise or guarantee that an employee will ultimately be granted U.S. citizenship through assistance from WFSDallas.

IV. Dependent family members.

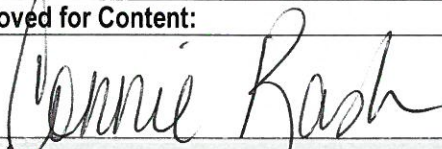
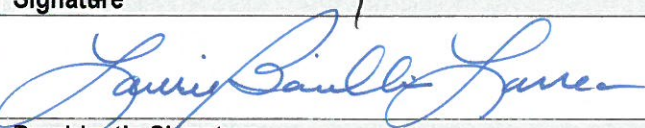
WFSDallas will not cover the costs associated with dependent family members maintaining or changing legal status in the U.S. Dependent family members include spouse, children under 21 years of age and parents.

Action Required

This policy should be distributed to all affected staff.

Contact

Inquiries regarding this policy should be directed to **Barbara Stein, Human Resources Technician at 214.290.1036.**

Approved for Content:	
	12/16/16
Signature	Date
	12/16/16
President's Signature	Date