



# Updated HR Policy 119 Exception Request Process

Senior BA Meeting  
September 27, 2023

# What is HR Policy 119?

Policy 119 addresses University sponsorship for U.S. permanent resident status for staff positions:

*The University will not sponsor persons for permanent residence status for faculty or staff positions.*

*To the degree that an exception to this policy is warranted, the written request for exception must be compelling and a department must have substantiated that the position is a “professional” one of a regular nature and have verified that there are no qualified U.S. workers available for the position. Exceptions must be approved by Human Resources, prior to any initiation of sponsorship activity.*

The full policy is published online here: <https://www.hr.upenn.edu/policies-and-procedures/policy-manual/other-policies/university-sponsorship-for-u.s.-permanent-resident-status-for-staff-positions>

# When are exceptions considered?

- Exceptions to Policy 119 are each reviewed case by case.
- Prior to making an exception request, the hiring department must carefully the case to determine whether it meets specific criteria:
  - Staff member is a current full-time or regular part-time time employee
  - Staff member has passed their introductory period
  - Staff position requires a unique and/or proprietary skillset difficult to find among U.S. applicants
  - Staff member possesses the specific and/or propriety skillset

Full information on required criteria and the exception request process is available online here:  
<https://global.upenn.edu/sites/default/files/iss/pr-exceptions-20230321-iss-website.pdf>

# Updates to the Exception Request Process

- A cross-functional committee has been established to consider each request:
  - Nicole Torsella Harris, Director, Talent Acquisition, HR
  - Erica Sebastian, Director, Global People Operations, GSS
  - Devin Yastro, Manager, Onboard@Penn, HR
- Specific criteria for exception requests is clearly stated and available online for departments
- Requests are now submitted by departments through iPenn; all required supporting documents is uploaded
- ISSS pre-screens each request, then forwards to the committee for consideration
- Decisions are released within iPenn, making each part of the process trackable and reportable
- Denied requests may be appealed within 30 days

# Questions?

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