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/issp/pr-exceptions-20230321-issp-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?