

## College Procedure: 404.13 – H-1B Visa

Policy Reference: 404 – Employment Relationship  
Responsible Department: Human Resources  
Approval Authority: Cabinet  
Procedure Owner: Vice President, Human Resources  
Effective Date: 02/25/2013

Version Number: 3  
Legal Counsel Reviewed (yes/no): Yes, Bradley & Riley  
Scope: College-wide

---

### Reason for Procedure

Kirkwood Community College will consider H-1B Visa sponsorship employees and applicants for employment and will pay fees and costs related to the application for an H-1B Visa through a vendor selected by the College.

### The Procedure

#### H-1B Visa Sponsorship:

For current College employees, H-1B sponsorship may be considered where the employee:

- a. Possesses a current document (OPT authorized pursuant to an F-1 Visa) enabling the employee to legally work in the United States which bears a future expiration date;
- b. Has received a recommendation from his/her supervisor for continued employment and H1B Visa sponsorship.

For applicants seeking employment with the College, H-1B Visa sponsorship may be considered where the position to be filled constitutes a “specialty occupation” that requires specific experience and credentials deemed appropriate by the hiring manager and consistent with USCIS regulations. Offers of employment may not include the promise of a Visa to the candidate.

#### Costs:

The College’s fees and costs associated with pursuing and/or obtaining the employee’s H-1B Visa will be the responsibility of the department employing the individual at the time the application process is initiated. The College will not pay for the fees and costs associated with obtaining spouse and/or dependent visas.

Human Resources will be the point of contact and will coordinate the H-1B Visa acquisition process. The College will not pay for premium processing unless there is a business need. The employee may pay for premium processing if so desired.

Exceptions to this procedure may be made on a case-by-case basis with the approval of the appropriate Cabinet member. Nothing contained in this procedure affects the at-will status of the employment relationship.

## Revision Log

*Table 1 Revision Log*

Version Number	Date Approved	Approved by	Description of Change
1	02/25/2013	Jim Choate, Vice President, Finance	New procedure
2	05/15/2017	Mick Starcevich, President	New template
3	07/17/2019	Cabinet	Procedure template