

Policy: Sponsorship of Foreign National Employees for Permanent Resident Status

Type:	Human Resources
Applicable to:	The Children's Hospital of Philadelphia ("CHOP") Enterprise Wide
Process owner:	Program Manager Immigration and Visa Services
Effective Date:	06/22/2021
Supersedes:	06/22/2019
Approved by:	Director of Enterprise Talent Acquisition
Document ID #:	2-19
Accountable for:	Calvin U. Allen, EVP, Chief Human Resources Officer

1. POLICY:

It is the policy of The Children's Hospital of Philadelphia to determine eligibility for sponsoring foreign national employees for permanent resident status on a case-by-case basis applying objective factors to determine whether sponsorship is appropriate. Such factors include, but are not limited to, the business needs of the department, qualifications of the foreign national employee and the lack of qualified and willing U.S. citizen or permanent resident workers available for the position in question. Such determinations are made without regard to race, color, national origin, religion, age, gender, disability or on any other basis prohibited by law. CHOP departments may, but are not required to, sponsor foreign national employees for permanent resident status.

The following criteria must be met in support of CHOP sponsorship of permanent resident status:

- A. The employee must have completed one full year of service at CHOP.
- B. The employee must have no disciplinary action in his or her employment file.
- C. If the position is dependent on grant funding, a minimum of three years of funding must be available at the time of recommendation. If the position is Hospital-funded, the sponsoring department must foresee a need for the position that will continue at least three years in the future from the time of recommendation.
- D. A verbal commitment from the employee to remain at CHOP for three years from the time of recommendation.

2. COVERAGE:

Employees of CHOP who are Foreign Nationals.

3. EXCEPTIONS:

The Children's Hospital of Philadelphia and United States immigration laws do not permit sponsorship of permanent resident status for part-time employees or employees in temporary positions. Employees in training positions will not be considered for sponsorship of permanent resident status unless CHOP has offered the employee and the employee has accepted a non-training position that qualifies for CHOP sponsorship of permanent residency. Furthermore, CHOP will not consider sponsorship for employees in

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entry-level positions unless the employee holds a national shortage position as outlined in Schedule A of the Department of Labor regulations.

4. DEFINITIONS:

Term	Definition
Foreign National	A person who is not a United States citizen or is not a lawful permanent resident of the United States (i.e. does not have a green card) or does not have refugee or asylum status.
Part-time Employees	Employees working less than 35 hours per week.
Temporary Positions	Positions to be filled for a limited period of time.
Training Positions	Postdoctoral Fellows, Residents and Fellows.
Entry-level Positions	Positions that require less than a Bachelor's degree and two years of relevant experience.
Schedule A Positions	Professional Nurses and Physical Therapists

5. OUTCOME MONITORING:

The Program Manager will be the primary contact for all questions regarding this policy. All approvals for CHOP sponsorship of permanent resident status will be stored in the Human Resources Department.

6. RELATED DOCUMENTS:

Document Type	Document Name
Regulatory References	<ul style="list-style-type: none"> • Refer to "Green Card Through a Job Offer" on the United States Citizenship and Immigration Services website. • Refer to "Permanent Labor Certification" on the United States Department of Labor website.