

Why Should You Have an Immigration Policy?

- Protect Your Company
- Consistency and Fairness
- Cost Management
- Vendor Management
- Manage Expectations
- Educate Employees, Managers and Recruiters

What Activities Should Your Policy Cover?

- Business Visitors
 - Management of the program
 - Purpose of the visit
 - Work (B-1 in Lieu of H-1B)
- I-9 Compliance
 - Audits
 - E-Verify
 - State Immigration Laws
 - I-9 Employer Handbook
- USCIS Site Visits
 - Salaries
 - Moves

What Activities Should Your Policy Cover?

- Export Control Compliance
 - Question on Form
 - Who manages the process?
- Employment Visas and Permanent Residence
 - Moves and job changes
 - Delays and denials
 - Costs
 - Who is covered?
- Visa Issuance Delays
 - Security Checks
 - Working Remotely
 - Costs

Guidelines for a Corporate Immigration Policy

- Simple initiation process and status updates (corporate legal, HR, assignee, business managers)
- Average processing timelines
- Process flow of steps involved
 - Document gathering is very time consuming
- Compliant with ever-changing laws
- Policy sets expectations for all parties involved
- In writing and available on company intranet

Core Policy Elements

- Who **coordinates** the immigration?
- What **benefits** are covered (paid by company)?
- Define medical exam/immunization process
- Include expense reimbursement provisions
- How are **policy exceptions** managed/approved?
- Define **dependents** (same sex spouse, cohabiting couples, age of children, extended family)
- Tracking expiration dates (EE and legal firm)
- When will the company cover **expedited processing**
- Notification process for **job changes** (location, position, comp)
- When will company begin process for **perm residence**
- What is the notification process for **terminated employees**
- Payback clause (may vary by State)