



Administrative Rules

1

Subject: Employment of Workers and Trainers in H-1B Nonimmigrant Status **AR#** 6.05.008

Based on Board Policy: [F-5, Employee Placement/Advancement](#)

Recommended by Council/President: Administrative Services Council

Date Approved/Amended: 12/02/98

3

4 **Value Statement**

5 The Austin Community College District (“ACC” or “the College”) is committed to providing access to
6 employment opportunities for all individuals. In cases where it becomes necessary to employ an alien in a
7 specialty occupation, the College will comply with all federal and state laws.

8 **Rule**

9 Austin Community College may host an alien for education, employment or training purposes. A person
10 admitted to the United States for such purposes must meet eligibility requirements of the Immigrant
11 Reform and Control Act of 1986 (IRCA) and be approved to work or train in the United States.

12 **DEFINITION**

13 An H-1B is a visa classification for an alien coming temporarily to the U.S. to perform services in a
14 specialty occupation. A specialty occupation is one which requires the theoretical and practical application
15 of a body of highly specialized knowledge to fully perform the occupation and requires completion of a
16 specific course of education culminating in a baccalaureate degree, or higher, in a specific occupational
17 specialty.

18 **Responsibilities:**

19

20 1. The Office of Human Resources will coordinate the process for the H-1B visa sponsorship. Upon
21 receiving administrative approval, the Office of Human Resources shall work with the applicant and Legal
22 Counsel to secure approval of the application.

23 2. The Office of Human Resources may consult with ACC’s legal representative whenever necessary.

24 3. Recommended candidates may be required to pay for legal services to process a petition for visa
25 sponsorship.

26

27

28 President/CEO _____ Date _____