PROCEDURE TITLE:	EMPLOYMENT ELIGIBILITY AND VISA SPONSORSHIP
PROCEDURE NO.:	5.38:2
RELATED POLICY:	5.38
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RESPONSIBLE ADMINISTRATOR:	CHIEF OPERATING OFFICER
EFFECTIVE DATE:	10/27/2026
NEXT REVIEW DATE:	10/2031

1.0 PURPOSE

To ensure Shawnee State University complies with all federal and state employment laws and federal immigration laws, and maintains fair and consistent hiring practices regarding work authorization and immigration sponsorship.

2.0 PROCEDURE

2.1 Shawnee State University hires employees who are legally authorized to work in the United States. The University may, in its discretion and subject to administrative capacity and budget availability, sponsor eligible employees for employment-based nonimmigrant petitions or permanent residency when such sponsorship aligns with institutional needs and complies with all applicable laws and regulations.

2.2 University sponsorship of employment petitions may at times be prohibitive based on cost, administrative complexity, or the projected timeline associated with sponsorship. Any decision for the university to not sponsor an employment petition will be based on the factors in the preceding sentence.

3.0 NON-DISCRIMINATION CLAUSE

Consistent with Title VII of the Civil Rights Act of 1964, the Immigration and Nationality Act §274B, Ohio Revised Code §4112, and executive orders of the Ohio governor, Shawnee State University prohibits discrimination in hiring, promotion, or any other employment decision on the basis of citizenship, national origin, race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), disability, age, military status, veteran status, genetic information, or any other protected categories that may be legally recognized in the future.

4.0 ACCEPTABLE JOB POSTING LANGUAGE

Postings for available positions at Shawnee State University may provide that the university is not sponsoring any employment visas for the position and that applicants must be currently authorized to work in the United States on a full-time basis without employer sponsorship.

Postings may not state that:

- the University does not hire individuals who need visa sponsorship; or
- only United States citizens will be considered for a position; or
- current holders of H-1B visas will not be considered for a position.

5.0 RECRUITMENT AND INTERVIEW GUIDANCE

University employees charged with recruitment and interviewing of candidates for open positions are prohibited from asking any candidate whether he or she is a United States citizen. Such candidates may be asked whether they are legally authorized to work in the United States and whether they would currently or in the future need employment visa sponsorship to work legally in the United States. Questioning about matters discussed in the preceding sentence, when asked, shall be done consistently with all candidates. No candidate will be disqualified for a position based on immigration status if they are otherwise work-authorized and sponsorship is not required.

6.0 RESPONSIBILITY

Human Resources is responsible for maintaining this procedure, documenting and retaining position-specific sponsorship decisions as part of the hiring record, reviewing immigration sponsorship capacity as needed, and ensuring all hiring units receive appropriate training and guidance.

History
Effective: 10/27/2026