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4 Recruiting Tips to Consider:

Leverage memberships within the department with professional associations. Encourage staff to network at meetings and conferences to build relationships that can yield great candidates for open positions.

Use professional association Web sites, list serves and trade magazines to advertise for professional level staff positions.

Do your part to continue making the case that Rice University is one of the Best Places to Work in Houston. Look at your practices, get input from the experts in the Employee Relations group of HR on being a diamond supervisor and employer. Reputation will attract talent!

Involve campus stakeholders in the interview process. Consider assembling a panel of staff and/or faculty that interact with this position, as well department members. They can provide valuable insight and feedback as you assess your top candidates for your open position.

Important! Breaking H-1B Employment Visa News: Employees with H-1B visas: What you need to know before you make any change to their current jobs!

So, you have hired a staff member that required sponsorship on an H-1B visa. You’ve completed all the forms, paid all the fees, and finally the employee has his/her H-1B visa in hand and has started to work. So you might think that you are done and don’t have to worry about this employee in regards to his or her H-1B again…right? Wrong!

An H1-B visa is tied specifically to the employer (Rice University) and the specifics of the job. If you anticipate changing an H-1B’s employment status or job in any of the following ways, then you will have to initiate the amendment of the H-1B visa and have the Labor Condition Application (LCA) certified before you can put these changes into effect:

- Changing from full-time to part-time, or vice versa
- Pay is being reduced
- Work location changes from on-campus to off-campus location, or vice-versa
- Job duties change significantly (we can help you determine if it’s significant)
- Takes on an additional job at Rice in addition to their primary position

As soon as you know that a change is being considered, contact Diana Garcia Acero in Human Resources in order to discuss and get an amendment to the H-1B started before the change is actually made.

The visa Labor Condition Application (LCA) states the specific salary, the number of hours worked, whether the job is full-time or part-time, the work location, whether it’s on campus or off campus, and the specific job duties for the job. Since the original work conditions and/or job duties are being changed, a new LCA must be filed and approved before these changes can be made. It is not necessary to have the H-1B approval notice before making the change; it is only required to have the LCA certified. Once the LCA is certified, the employee can transition to the new changes. Otherwise Rice University, as the employer, is liable for fines for violating the LCA. Fines may be

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Changes in Staff in HR Recruitment

As many of you know, Elena Cumpian, long time Rice employee and staff recruiter, decided to retire in September 2010. She was a great team member, champion of RICEWorks and ambassador of Rice over her many years of service. While you cannot replace the person, the workload still marches on! In order to accommodate the continuing needs of the university, Diana Garcia Acero has officially joined the Recruitment team as a human resource specialist. We are excited to have her on board helping with recruitment, immigration employment related processing and RICEWorks administration. She can be reached at dmgarcia@rice.edu or at extension 5252.

We welcome your questions! Please submit a question and we’ll answer it or cover it as a topic in our next issue! (jobs@rice.edu)
as severe as losing the ability for Rice to sponsor employees for H-1B visas.

So please remember to contact Diana at ext. 5252 or dmgarcia@rice.edu for more information and to get the H1-B amended long before submitting a personnel action form (PAF) to Human Resources to make any of these changes. Without the approved amendment, the changes cannot take effect.

Deemed Export Form

In addition to these changes, a new form called the Export Control I-129 Compliance form, which was prepared by General Counsel and the Office of Sponsored Research (OSR), has now been introduced to the Faculty/Staff/Postdoc H-1B procedures. Once an Approval to Initiate/Extend an H-1B form and job description have been submitted to Human Resources (HR) for faculty and staff or Office of International Students & Scholars (OISS) for Postdocs, HR will contact the department and send them the form. The form will need to be filled out, signed by the hiring supervisor, reviewed, and signed by both the chair and the dean. The purpose of the form is to assist the Director of Recruitment in answering on the I-129 Petition for a Nonimmigrant Worker whether a foreign national employee will require a license or not before he/she can be exposed to specific technology or technical data.

Failure to answer the question correctly can incur criminal and/or civil penalties to Rice University and its employees; therefore any questions that arise in regards to filling out the Export Control I-129 Compliance form should be directed to the Office of Sponsored Research (Craig Conway ext. 3884 or craig.a.conway@rice.edu or Sarah White ext. 6200 or sarah.j.white@rice.edu).

Update on H-1B Visa Fee Changes

Effective November 23, 2010, the filing fees for most petitions and applications increased. The new estimate for total expense for a new H-1B visa will range from $2,500 to $4,500. Amended and extended H-1B visas will range from $2,000 to $4,000.

The chart provided below indicates the fee changes:

<table>
<thead>
<tr>
<th>Form Description</th>
<th>Old Fee</th>
<th>New Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nonimmigrant Visa Petition (I-129)</td>
<td>$320</td>
<td>$325</td>
</tr>
<tr>
<td>Application to Extend or Change Nonimmigrant Status (I-539)</td>
<td>$300</td>
<td>$290</td>
</tr>
<tr>
<td>Request for Premium Processing Service (I-907)</td>
<td>$1,000</td>
<td>$1,225</td>
</tr>
<tr>
<td>Application for Employment Authorization</td>
<td>$340</td>
<td>$380</td>
</tr>
<tr>
<td>Immigrant Visa Petition (I-140)</td>
<td>$475</td>
<td>$580</td>
</tr>
<tr>
<td>Application to Adjust Status (I-485)</td>
<td>$930</td>
<td>$985</td>
</tr>
</tbody>
</table>
Wiley’s Words of Wisdom

Well, it’s getting to be that time of year again, where everyone is thinking of budget, and the next thing you know it’s the end of the school year, then commencement, and finally the summer break. And while it may not be on the top of your priority list, it’s still important to have a plan in place for your postings on RICEWorks during the next several months, especially if you have plans to be on vacation after the school year, commencement, or anytime during the summer.

If you are the primary contact for an open position and you will be away from the office for an extended amount of time over the summer, it is always a good idea to let your recruiter know who will be handling things for your open position(s) during your absence in case we need to get in contact. Another piece to determine as part of your plan is how long you want the job posted for, especially if you (as the primary contact for the position) plan on being away for an extended period of time (more than two weeks, for example).

But what if your position is already closed and you have started conducting interviews just before you leave? Ideally, it would be great to have all of your interviews conducted, references checked, and a hiring proposal approved so we can make the offer before you leave for your much deserved vacation. Of course, this isn’t always the case. With people taking time off, leaving town and other scheduling difficulties, the interview process may take longer than expected. If this is the case, it is very important let your candidates know about potential delays with interviews and/or making a final decision when you are interviewing or scheduling them to interviews. We have found that applicants are very appreciative when informed of the hiring timeline or of any delays. Of course, your recruiter is always available to assist you in the coordination of these situations.

Diana’s Descriptive Demos

If you are hiring someone who lives outside of the Houston area, it is the department’s and the hiring manager’s decision to determine if relocation assistance is going to be offered. Factors that may affect this decision include available budget and whether the employee is already in the process of relocating to Houston. Relocation monies are provided by the hiring department and/or school, so if you have no available budget, you won’t be able to offer any monetary assistance. If the new hire has already made plans to relocate to Houston, then relocation assistance may not be a concern or a need.

Once you have determined that you do want to provide relocation assistance, you will want to determine how much to offer. Factors that will influence this decision include how far away the individual will have to relocate, the size of the relocation (is this for an apartment or a four-bedroom house?), available department/school budget and precedent from past relocation offers within your department/school. If you want to get an idea of typical amounts offered in similar circumstances, talk to your HR staff recruiter. You may also want to use the following on-line moving expense calculator to get an estimate of total moving costs – http://tools.gmsrelo.com/ToolsFas/Tool_MovingQuoteState.asp

Keep in mind that when offering relocation assistance, your HR staff recruiter will offer “up to” a certain amount at the time they make the job offer. Rice does not want to offer any monetary assistance, both internal and external on the same criteria as much as possible for legal reasons.

Recently, Amy Gallo in the Harvard Business Review offered up a few tips for conducting internal interviews:

- Ask about the candidate’s plans for the role.
- Use behavioral or competency based questions to better understand the candidate’s motivation and assess role readiness.
- Simulate work experience through role plays or sample work assignments.
- Don’t assume you know everything there is to know about the candidate.

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Rice University HR Recruitment

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Who knew such a great place to learn could be such a great place to work?

Diana’s Descriptive Demos (continued from page 3)

guarantee that the new hire will get that full amount because if they do not spend the full amount on applicable expenses or they do not have appropriate receipts, then your department will only reimburse what they actually spent and for what they actually have appropriate receipts. In addition, Rice reports reimbursement of moving expenses in accordance with Internal Revenue Service (IRS) regulations. This means that some expenses are deductible and are not taxed; other expenses are not tax deductible and must be treated as taxable wages and reported on the individual’s W-2 form.

Once you have determined that you do want to offer relocation assistance and have decided the maximum allowance, you need to let your recruiter know by completing the relocation information on the RICEWorks hiring proposal. This will allow your recruiter to include the relocation details in the verbal offer, as well as the offer letter and provide your new hire with Rice relocation expense form and procedures.

In addition to whether or not you provide a relocation allowance, you may want to provide relocation assistance to your new hire through information on Houston area neighborhoods, school districts, apartments, etc. The HR staff recruiters work with two companies to provide this information and assistance at no cost to your department. To learn more or to make arrangements for information to be sent to your new employee, contact your recruiter to discuss.

Michelle’s Misc. Megabits (continued from page 3)

Don’t ask questions you already know the answer to... seek contrary evidence to get a well rounded picture of the candidate (your recruiter can assist you with this).

At Rice, we also recommend that you talk to their current and past supervisors, as well as Colleen Dutton in Employee Relations if the internal candidate is a finalist as part of your selection process. Please be sure to notify the candidate that you would like to reach out to their current and/or past supervisors to gather reference information so that they can let them know they considering this opportunity, if they have not already done that. Lastly, if an inter-