

LSUHSC-20
AGREEMENT TO ACCEPT RESPONSIBILITY FOR H1B EMPLOYEE

Name of proposed H-1B employee: _____

The U.S. Citizenship and Immigration Service and U.S. Department of Labor have specific regulations regarding H-1B employees. When sponsoring an H1B employee, LSUHSC has certain obligations with regard to those employees:

- Faculty members who request to sponsor H1B employees are bound by the professional and ethical obligations described in the Faculty Handbook, including: "...[P]rofessors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas professors show due respect for the opinions of others... It is the basic principle that every member of the faculty of whatever rank shall at all times be held responsible for competent and effective performance of appropriate duties." (See [Faculty Handbook](#) at 10.2 and 10.5.1)
- The department agrees to accept fiscal responsibility for the H1B employee for the **entire** period requested and certify that the department has sufficient funding to support the H1B employee's salary (and supplement, if applicable) for the **entire** period requested.

As the signatory for all H1B petitions filed by LSUHSC, the ISO Director makes the final decision of whether action relative to the visa or immigration status of an H1B employee is appropriate or required.

- No faculty sponsor or department head may threaten, imply or suggest possible adverse action with regard to an H1B employee's visa or immigration without prior consultation and approval from ISO.
- LSUHSC policies provide employees protection from discrimination, including discrimination based on national origin. (Please see [CM-10](#), [Faculty Handbook](#) 4.5.2 and 10.6.3.) H1B employees may not be treated differently because of their H1B status.

CERTIFICATION BY DEPARTMENT

*Should any problem occur with the H1B employee regarding employment, finances, etc., we agree to notify international services **prior** to initiating any action regarding the H1B employee, **including placing an employee on Leave Without Pay**. In addition, we agree to follow the appropriate standard LSUHSC procedures in remedying such problems. **We have read and agree to the above stated terms required to sponsor an H1B employee in the department.***

BUSINESS MANAGER: _____ DATE: _____

FACULTY SPONSOR: _____ DATE: _____

DEPARTMENT HEAD: _____ DATE: _____