

INTERNATIONAL MOBILITY “Checklist” FOR STANFORD UNIVERSITY HUMAN RESOURCES MANAGERS

Human Resources Services and the Controller’s Office have developed a checklist to provide a starting point for *thinking* and acting with regard to employee international engagement. This non-exhaustive tool* is intended to provide preliminary information to anyone considering the employment or relocation of persons who may work for Stanford outside of the United States.

The complexity of international assignments is significant and associated with substantial cost burdens that may not be readily apparent. Therefore, the hiring or reassignment of employees outside the United States must be supported by an important University business purpose and not be merely an accommodation to the employee. Such arrangements require approval in advance from the cognizant Dean, Director, Vice Provost or Vice President identifying the key University business reasons for the assignment.

Specifically, provided below:

- 1) Topics to consider, before making an offer to hire or reassign an employee.
- 2) Actions to take, before hiring or relocating someone to work outside of the United States.

**NOTE – This checklist is a multi-purpose planning tool and will not substitute for “situation specific” guidance from the Controller’s Office or HR-Employment (OSE).*

TOPICS TO CONSIDER BEFORE TAKING ACTION

___ **SCOPE OF OVERALL PROJECT OR ASSIGNMENT:** *It is essential to understand all aspects of the project, assignment or work to be done. This enables planning for cost effective implementation approaches, including the selection of appropriate staffing methods (relocate Stanford employee as expatriate, hire local national through a payrolling company, etc.).*

Answers to the questions below will help develop the necessary understanding:

- Why is this being considered (purpose of work/assignment/project)?
- Where will it be located – country, city, urban/rural setting?
- How long will it last?
- What are the key components of what needs to be done?
- Can Stanford hire here without establishing a separate legal entity? Could a foreign institution or partner employ the person/staff (i.e. Manpower)?
- Has headcount been approved?
- Is there something unique about the work that requires a US based Stanford employee? Could the work be appropriately done by a local contractor?
- Who will be responsible for getting applicable visas/work permits (including spouse/partner, children)?
- What will it cost? Are there ways to contain or reduce costs? By what mechanism will employees be paid?

___ **CRITICAL “People Issues” TO ADDRESS:**

- Citizenship status
- Medical coverage adjustments – define needs and employee obligations to obtain additional coverage.
- Tax planning – determine host country and U.S. tax liability (if any; identify employee obligations). Identify if there is a tax treaty and/or social security totalization agreement between host country and US.
- Personal needs – dependent issues (spouse/partner, children), relocation, transportation expenses, housing, etc.

___ **LOCAL LAWS, REGULATIONS AND CUSTOMS TO UNDERSTAND**

- Local legal structure and status; conditions of entry.
- Taxes, payroll, minimum income level, working time, holiday and time off laws.
- Licensing requirements, employment contracts.
- Statutory benefits – unemployment, medical, maternity, death, disability, retirement, social security, firings, severance pay, etc.
- Ways to view culture, social beliefs and values.

(OVER)

HEALTH SAFETY, INSURANCE AND SECURITY TOPICS TO REVIEW

- Travel/immigration status.
- Health, occupational safety, safety precautions.
- Security, hazardous duty, travels advisories.
- Business travel accident insurance.
- Evacuation, medical travel expense.

ACTIONS TO TAKE

1. ___ Meet with project head to review “Topics to Consider” and gather information.
2. ___ Create a brief project overview that includes the following elements:

Project Information:

- a) Principal Investigator or Project Head; School or Department.
- b) Administrator or Contact person (if other than above).
- c) Project Type (faculty research project, administrative center, etc.).
- d) Project Location(s).
- e) Number of people to be hired or relocated.
- f) PTA to charge for external consulting or other administrative fees.

People Information:

For *each position* include:

- g) Projected start date, location(s) and duration of worker assignment(s).
 - h) Employee status - Stanford employee, local national, etc.
 - i) Job title, work description and compensation (proposed).
 - j) Immigration/travel status
3. ___ Contact the Office of Staff Employment (Keith Copeland, keithc1@stanford.edu) for assistance (provide project overview).

Guidance will be provided as appropriate to the situation for “next steps.” This may include referrals to:

- *Controller’s Office for payroll, tax and other financial matters.*
- *External consultants (i.e. PriceWaterhouseCoopers, High Street Partners, Manpower International) for topic or country specific expertise. Costs associated with external consulting will be paid by local unit receiving services.*

ADDITIONAL RESOURCES

- Global Compliance and Operations website - <http://fingate.stanford.edu/globalops/index.html>

Includes Key Resources:

[Global Operations Guide](#)

Practical, logistical and regulatory information.

[Foreign Activities Registration](#)

Why and how to register your foreign activity.

[Contacts](#)

University offices and groups.

- Stanford Global Gateway website - <http://global.stanford.edu/> “A portal to Stanford’s international activities.”
- Karen Kearney, Global Business Director, Controller's Office - karenk@stanford.edu (650) 724-3269.

Working draft – Send comments and suggestions to Keith Copeland, keithc1@stanford.edu