

## Guidelines for International Hires via the Mauve Group

### Overview of Service

The Mauve Group (Mauve) provides Employer of Record services, which is a global payroll solution primarily used for hiring employees outside of the United States. Mauve will employ workers on behalf of Northwestern in countries where Northwestern does not have a local entity. Mauve is responsible for local employment and HR tasks, while Northwestern has oversight for the day-to-day management of the worker.

### Assumptions

- Mauve is not used to hire United States citizens nor tax residents of the U.S. to work abroad, even for short periods of time.
- Mauve will not be used to bridge the gap between visa application and visa issuance for individuals ultimately expected to work in the U.S.
- Individuals must have appropriate authorization to work in the country in which they are hired by Mauve to do the work.
- Individuals will reside in the designated country for the duration of the agreement with Mauve.
- Mauve generally only considers work arrangements with a minimum duration of three months.
- Individuals should not be expected to travel to the U.S. to work for business.
- Mauve requires at least one month's notice to establish a new worker arrangement; this may take longer based on immigration considerations.
- Mauve has the right to refuse any proposal.
- Individuals may not have already started work for Northwestern; Mauve will not hire and pay a worker retroactively.
- Departments/schools/units will not extend any verbal or written offers, or make commitments of any kind, if and until Mauve has been engaged and provided the proposal for Northwestern's and the worker's review.
- Northwestern University benefits and service do not carry over if a current employee moves internationally via a Mauve arrangement. The employee is terminated from Northwestern University and the individual is subject to the rehire/reinstatement policies as would be any non-Mauve worker.

### Program Design

#### Eligibility Criteria

- Individuals must reside outside of the U.S. and may not be a citizen or tax resident of the U.S.
- Individuals must have the appropriate authorization to work in the country in which they are being hired by Mauve. In certain countries, Mauve can provide immigration services to assist with obtaining work authorization, for an additional fee.
- Individuals' duration of work must be at least three months.
- Individuals' contracts must not be longer than one year.
- Individuals will only be considered for an arrangement with Mauve if the work cannot be done in the U.S. or the expertise/skill set cannot be found in the U.S. Individuals must possess a niche skill set.
- The arrangement being requested by the department/school/unit must be for exempt-level work.
- Individuals must hold at least a bachelor's degree.
- If the position is grant funded, the department/school/unit is required to determine that the arrangement is eligible per the terms of the grant. Before requesting a proposal from Mauve for an arrangement, the department/school/unit must obtain approval from the Office of Research that the position can be paid from

the grant funds per the arrangement in which the individual is working internationally under a different company.

### **Funding**

- Departments/schools/units will fund the full cost of the arrangement, including all charges from Mauve. This includes all expenses as defined in the contract with Mauve. (Note: This includes an additional two months' salary that Mauve will hold in escrow for the duration of the arrangement).
- Departments/schools/units must be able to show they have funding for the full cost of the duration of the arrangement at the outset of the arrangement. This is to protect against circumstances where there is a loss of funding or not enough funding to cover the duration of the contract. Thus, the finance professional within the Dean's administrative unit and/or the Department Chair should confirm the funding.
- Departments/schools/units must create a separate account for each arrangement; the funding must cover the full cost of each arrangement for the full duration. No other expenses may go against this account.
- Departments/schools/units must provide written authorization from the Office of Research regarding use of grant funding for all costs related to the arrangement.
- Departments/schools/units are not able to use money from the fringe pool to cover any expenses of an arrangement with Mauve.
- Northwestern University will not offer any benefits to workers of Mauve. Required employer-provided benefits will be covered per the individual agreement with Mauve at the expense of the department/school/unit. If a current Northwestern University employee is transitioning to becoming a worker of Mauve, they will no longer be eligible for Northwestern benefits, nor accrue Northwestern service.

### **Approval Process**

- Northwestern's Human Resources Payroll and/or Tax unit requires a minimum of two months' notice from departments/schools/units when requesting an arrangement through Mauve.
- Northwestern's Human Resources Payroll and/or Tax unit will provide generic/general pricing information to the department/school/unit up front so that departments/schools/units can make an initial determination of feasibility before requesting specific arrangement pricing from Mauve.
- Departments/schools/units will complete a justification/intake form, in which the department/school/unit will provide information for Northwestern to assess the request. This form will include questions such as:
  - "What is the location of the proposed arrangement?"
  - "Does the department/school/unit already have a candidate of choice for the arrangement?"
  - "Why is it important this individual be hired?"
  - "What is the nature of the work the individual will be conducting?"
  - "Why can't this work be performed in the U.S. and/or why is the required expertise not found in the U.S.?"
  - "What is the funding for this position and if it is grant funded, has the Office of Research approved the use of grant funds for this purpose?"
  - "What is the proposed start date for this position?"
  - "Does this individual have work authorization in the proposed location?" etc.
- Department Chair and Administrative Director sign off on the intake form before submission.

### **Workflow**

- Department/school/unit completes the intake form and submits to HR.
- HR reviews the intake form for completeness and consults with the Department/School/Unit/Provost if needed.
- HR sends the request for proposal to Mauve.
- After review by Mauve, HR reviews the proposal with the Department/School/Unit/Provost.
- Department/school/unit determines if they want to proceed with the proposal and confirms they have funding for the duration of the arrangement.
- If moving forward, the proposal is submitted to CHRO and EVP of Business & Finance staff or the Office of the Provost (faculty/research) for final approval.

- Signed proposal returned to Mauve.

## **Cost Structure**

The cost structure is outlined in the Service Agreement from Coral Sunset (The Mauve Group). See Appendix A for example of the cost structure to employ a worker through Mauve.

**APPENDIX A**  
**Statement of Work No. (Example)**  
**Dated:**

This Statement of Work is made in accordance with the Service Agreement dated 12<sup>th</sup> April 2021 between

(a) **CORAL SUNSET**, a company registered and incorporated under the laws of California, whose address is 8 Cirrus Drive, Apt. 8302, Ashland, MA 01721 ("Service Provider")

And  
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(b) **NORTHWESTERN UNIVERSITY** ("Client")

Start Date: 1<sup>st</sup> May 2021

Location: Switzerland

Project Description: Post-Doctoral Fellow

During the Supply Period for the provision of services, the Client shall pay the Service Provider CHF 6,128.78 per month plus 12% margin on the total invoice (minimum \$850 USD per month), VAT (if applicable) and out of pocket expenses (out of pocket expenses include but are not limited to translation fees, legalisation expenses, apostilling etc).

- The Client shall pay the Service Provider a one off set up fee of \$850 USD which will be included in the first invoice.
- The Client shall immediately pay the Service Provider a deposit of two months as stated in the Global Workforce Mobility Proposal Summary upon receipt of such invoice (if applicable);
- Commission/Bonus/Expenses payable as and when advised by the Client plus 12% margin.
- Private medical insurance (if applicable) plus 12% margin.
- The above are subject to change depending on any amendments to the fiscal policies of Switzerland in any relevant tax year.
- Any exchange rate fluctuations will be covered by the Client.

Where applicable, for expatriates, upon termination of the employment an air ticket is to be provided by the Service Provider, but the cost is to be covered by the Client and will be invoiced accordingly.

IN WITNESS WHEREOF, the parties have signed this Statement of Work:

Signed by Title for and on behalf of	Signed by Title for and on behalf of
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