

Short-Term Assignment Resource (STAR) program Policy

Corporate policy, STAR, October 25, 2012

Purpose	<p>The Short-Term Assignment Resource (STAR) program is designed to match displaced Wells Fargo team members with short-term employment opportunities.</p> <p>This policy is intended to ensure that team member eligibility and hiring practices for STAR adhere to federal and state laws and regulations that require nondiscrimination and maintenance of records to defend selection decisions.</p> <p>All hiring activities associated with STAR assignments must be in alignment with Wells Fargo's Recruitment and Hiring Policies except where otherwise noted.</p>
Areas primarily affected	<p>All Wells Fargo businesses are affected by this policy. This policy applies only to domestic (U.S.-based) hiring and does not apply to contingent workers or nonemployees.</p>
Definitions	<p>Short-Term Assignment Resource (STAR) assignments are defined as positions within any Wells Fargo business entity that are:</p> <ul style="list-style-type: none">• Short-term in nature with a defined end date• Aligned with teams with no long-term need for a full-time employee (FTE) or addition to headcount <p>Available only to displaced or retain team members.</p>
Policy statement	<p>Wells Fargo maintains the STAR program to support its retain philosophy located in the Team Member Handbook by providing a mechanism for displaced or retained team members to remain with the company while searching for a regular position and supplying business units an additional avenue to fill short-term positions.</p> <p>All the hiring practices for this program must be nondiscriminatory and in line with the federal or state laws and regulations that require nondiscrimination and equal employment opportunity.</p>

Standard: Program

Team member eligibility Wells Fargo displaced team members who are within their nonworking notice period or on [Salary Continuation Leave](#) are eligible to be considered for short-term assignments.

If a team member's continued employment is contingent upon Wells Fargo sponsoring a visa, he or she is not considered eligible for a STAR assignment.

Once a team member's employment has been terminated following a nonworking notice or [Salary Continuation Leave](#) (whichever applies), he or she is no longer eligible for a STAR assignment.

Team members eligible for the STAR program cannot be placed into a STAR assignment that is the same job or position, doing the exact same work, from which they were displaced. (Refer to appendix for examples.)

Assignment duration STAR assignments may range from a minimum of four weeks to a maximum of 18 months.

Eligible team members may spend up to 18 months total in STAR assignments per displacement event but may hold multiple assignments during this period.

Extending a team member on a STAR assignment beyond the 18-month tenure limit is prohibited. Time between STAR assignments does not count toward the 18-month tenure limit.

Advertising STAR assignments To ensure that equal opportunity is provided to all eligible team members, all STAR assignments must be posted and advertised:

- With a requisition in the Online Recruiting tool
- Internally only
- For a minimum of one day

NOTE: This requirement differs from the minimum posting requirements (five days or 40 expressions of interest) as directed by the [Recruitment and Hiring Policies](#).

Eligible team members can express interest by applying through the [Jobs](#) tool through the normal job application process.

Only team members with a "retain" flag in Online Recruiting will be able to view and apply for STAR requisitions.

Using selection assessments

Any selection assessments, including interview guides, used as part of the recruiting and hiring process for a STAR assignment must be validated in accordance with the [Selection Assessment Validation Policy](#). Validation documentation, including the selection assessments and any notes or evaluations, must be kept in the job folder in accordance with Wells Fargo's recordkeeping requirements.

Compensation and benefits

Compensation for STAR assignments is determined by the job title, the level of the STAR assignment, and the hiring manager's budget.

STAR team members are not eligible for merit increases, annual incentive bonus awards, equity grants, or normal performance reviews and ratings based on work performed in their STAR assignment.

NOTE: STAR team members may be eligible for a prorated bonus for work they performed in a bonus-eligible position before they accepted their current STAR position (in accordance with the annual bonus plan). Eligibility may include time during any notice period before they accepted their STAR assignment. STAR team members may also be eligible for a prorated bonus if they are placed in a regular bonus-eligible position after the completion of their STAR assignment.

Ending assignment

STAR assignments may be ended by either the team member or manager.

- Managers may end a STAR assignment at any time based on business need.
- A team member may leave a STAR assignment at any time. If the team member chooses to do this, he or she may complete the remainder of the notice period of Salary Continuation Leave with no impact to his or her severance. Team members who start a STAR assignment during their notice period will forfeit their [Salary Continuation Leave](#) only if they take a job outside of Wells Fargo before they complete their remaining notice period (working and nonworking). Team members can resign from a STAR assignment and leave the company after finishing their remaining notice period and retain their severance (refer to the chart in the appendix for more details).

Extending assignments

Managers may extend a STAR assignment at any time based on business need up to the 18-month duration limit.

Individual extensions are based on a team member's eligibility as defined by Wells Fargo's STAR tenure guidelines and must not exceed 18 months.

Team members may decline extensions with no impact to their [Salary Continuation Leave](#).

Assignment changes The STAR team will address any assignments changes, as requested.

Team member policies All Wells Fargo workforce policies and procedures governing team members, including the [Code of Ethics and Business Conduct](#) and the [employment-at-will provision](#), continue to apply while team members are on a STAR assignment.

Recordkeeping requirements

Records Records of all STAR requisitions are required to be maintained to ensure compliance with the applicable regulations. Records of the search process and results can be inspected when the company conducts internal audits or when we are audited by government agencies such as the Office of Federal Contract Compliance Programs (OFCCP).

Hiring managers Hiring managers are primarily responsible for meeting all recordkeeping responsibilities associated with recruiting and hiring for STAR assignments. Job folders for STAR requisitions are centrally tracked, audited, and stored with the STAR team.

Job folder A standard job folder (stock item HR5293) is required for all job levels and for each job requisition that is created. This folder is used to maintain any paper records that document the application and selection process.

NOTE: Use of a non-standardized job folder is a violation of Wells Fargo's [Recruitment and Hiring Policies](#).

Paper resumes or other written inquiries received from job seekers must be maintained in the job folder. All records in a specific open requisition must be retained for three years from the date of the last activity on the requisition. Refer to your business line's Record Retention Policy to ensure compliance.

The STAR team houses STAR assignment job folders centrally, however, hiring managers are expected to work with the STAR team to comply with the policy. Job folders must be retained and maintained in accordance with Wells Fargo's [Recruitment and Hiring Policies](#).

Roles and responsibilities

Each line of business has direct responsibility for understanding and complying with Wells Fargo's [Recruitment and Hiring Policies](#), including this STAR policy.

The table below illustrates the enterprise risk program roles and responsibilities:

Activity	ETA Risk Program	Line of business	*Other key stakeholders
Identify risks and gaps	Review and monitor key risks to identify potential gaps and necessary updates	Identify LOB specific risk issues	Provide input
Policies, procedures, standards, and guidelines (PPSG) structure and development	Review and document PPSGs in alignment with ORG structure	Provide feedback on new and proposed PPSGs	Provide feedback
Risk/policy adherence	Provide guidance and ensure appropriate controls are in place	Ensure implementation and compliance of policies	Provide input
Communication	Provide communication vehicles for use across enterprise	Stay apprised of ownership responsibilities and communicate/educate within LOB	Stay apprised of communications
Review/approval process	Develop and provide review/approval process	Follow approval process	Review and/or approve

*Other key stakeholders: HR Op. Risk/Compliance, S&A, AA/EEO, Legal, Talent Acquisition Management Systems (TAMS), TOG, HR Leadership, ORG, other groups as needed.

**STAR Policy
specific roles and
responsibilities**

Below are the roles and responsibilities specific to the STAR Policy.

Lines of business

Hiring managers within the line of business are responsible for being aware of and adhering to all policies related to STAR team members and the program.

**STAR recruiting
team**

The STAR team is responsible for educating hiring managers about all STAR policies each time a requisition is opened.

**ETA Risk
Management**

ETA Risk Management provides guidance and support regarding this and all ETA policies, procedures, standards, and guidelines by ensuring proper risk controls are in place and reviewing and monitoring identified risks for potential gaps or necessary updates.

**Compensation
and benefits**

The Comp Express merit increase flag will automatically be turned off for team members who are in STAR assignments at the time of focal review. The line of business Comp Express administrators will have the ability to turn the merit increase flag back on if for any reason it is not accurate.

The line of business Comp Express administrators may get involved in the determination of whether a STAR team member is eligible for a prorated bonus based on time spent in a bonus-eligible position prior to displacement or subsequent to a STAR assignment during the year.

Related information

**Corporate
procedures,
guidelines,
standards,
and internal
controls**

[Corporate Policies Page](#)
[Affirmative Action Program](#)

**Related
policies or
information**

[Recruitment and Hiring Policies](#)
[Team Member Handbook](#)
starteam@wellsfargo.com

Appendix

Ending assignment table	Team member	STAR began during notice period	STAR began during Salary Continuation Leave
	Accepts and begins employment outside of Wells Fargo.	Team member forfeits severance package unless he or she finishes the remainder of the notice period (working and nonworking).	Team member may resume the Salary Continuation Leave or request a lump-sum payment of his or her remaining severance.
	Doesn't like the position because it is too stressful, difficult, or not what the team member expected.	Team members should work with a STAR recruiter to explore options. STAR recruiters will work with hiring managers to resolve. Team member's severance is unaffected.	Team members should work with a STAR recruiter to explore options. STAR recruiters will work with hiring managers to resolve. Team member's severance is unaffected.
	Needs to leave STAR due to approved leave such as short-term disability, family member leave, etc.	Severance package is unaffected.	Severance package is unaffected.

Team member eligibility examples

Scenario	STAR began during notice period
A team member was displaced from an administrative assistant 3 position supporting hiring manager John Doe.	John Doe cannot call this team member back into a STAR assignment to do administrative assistant type work. John can have this team member return to do other tasks, like working on a specific project.
A team member was displaced from a project manager 2 position supporting projects A, B, and C.	This team member can be hired into any STAR position doing project management work except for projects A, B, and C.
A team member was displaced from a loan documentation specialist position reporting to Jane Doe in WFHM.	This team member can be hired to do loan documentation specialist work in other areas of WF Consumer Lending.

Policy history

Responsible executive	Corporate HR Leader, Enterprise Talent Acquisition
Policy manager	Lane Ceric For general questions about this policy, please email enterprisetalentacquisition@wellsfargo.com .
Issue date	January 2011
Last published revision date	October 25, 2012
Implementation period	October 25, 2012
Current revisions	Revised to fit ORG template.