



**Official Policy
of
Ogden Preparatory Academy**

6. Human Resources

6.16.POL Employee Immigration Policy

Effective/Revision Date: 02/23/2017

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Ogden Preparatory Academy (the "School") sees value in recruiting and retaining teachers from foreign countries who are able to contribute unique skills and experience to the School's educational mission. The School recognizes that recruiting and retaining such individuals often requires the School to participate in the process of obtaining immigration and authorization. The School therefore adopts this policy to clarify the procedures that will be followed in connection with the immigration process for School employees.

POLICY

The School will only hire employees who are legally authorized to work in the United States. The School's Principal will make the decision of whether to hire or retain the employment of any individual who must obtain, renew, or extend immigration authorization in order to work or continue to work in the United States.

In the event the Principal desires to hire or retain such an individual, the Principal will work with the individual and immigration counsel to ensure that the Principal and the employee understand the available immigration options and the applicable processes. Based on that understanding, the Principal and the employee will jointly make any necessary decision regarding how to proceed. The decision regarding how to proceed will be made in light of the associated costs, including filing fees, legal fees, and other fees.

When proceeding with any immigration process for an employee or prospective employee, the associated costs will be paid as follows:

- Costs associated with an H-1B visa will be paid by the School.
- Costs associated with Step 1 of the employment-based green card process ("PERM") will be paid by the School.
- Costs associated with Step 2 of the PERM process will be paid 1/2 by the employee and 1/2 by the School.
- Costs associated with Step 3 of the PERM process will be paid by the employee.
- The payment of other costs, including costs associated with other types of visas, will be determined on a case-by-case basis as agreed upon by the Principal and the employee.

Document History

Approved: unknown

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Legal References