



OGDEN PREPARATORY ACADEMY

Official Policy

6. Human Resources

6.16.POL Employee Immigration Policy

Effective/Revision Date: 04/13/2023

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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 Administration 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 Administration desires to hire or retain such an individual, the Administration will work with the individual and immigration counsel to ensure that the Administration and the employee understand the available immigration options and the applicable processes. Based on that understanding, the Administration 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 according to Federal Law.

Document History

Approved: unknown

Revised: 2/23/2017 *Ratified due to unknown approval date.*

Revised: 4/13/2023 *Updated to reflect federal language.*

Legal References