



## Procedures

Policy Name	<b>Foreign Nationals Conducting Work for Saskatchewan Polytechnic in Canada</b>		
Policy #	<b>902</b>	Category	<b>International</b>
Policy Sponsor	<b>Associate Vice-President, Strategy</b>	Previous Revision Date	<b>N/A</b>
Policy Approved by	<b>President &amp; CEO</b>	Revision Date	<b>June 4, 2020</b>
Procedures Approved by	<b>Vice-President, Advancement and International</b>	Review Date	<b>See Policy Review Date or As Required</b>

See the related [POLICY](#).

### DEFINITIONS

**Foreign national** means a person who is neither a Canadian citizen nor a permanent resident of Canada.

**Permanent Resident** means a person who has legally immigrated to Canada and acquired permanent resident status under the *Immigration and Refugee Protection Act*, but is not yet a Canadian citizen.

**Business visitor** means a person who comes to Canada to take part in international business or trade activities, has no intent to enter the Canadian labour market and works for and is paid by a company outside Canada or by a foreign government. Business visitors include existing or potential buyers, investors, trade show or conference visitors, partners, employees, or individuals coming for training at the company's facilities.

**Work Permit** is a document issued by the federal government that authorizes a foreign national to work legally in Canada. It sets out conditions for the worker such as the type of work they can do, the employer they can work for, where they can work, and how long they can work.

### PROCEDURES

As an employer, Saskatchewan Polytechnic must ensure compliance with federal and provincial legislation related to immigration. In order to support this compliance, the following procedures have been developed to support the navigation of the federal and provincial processes. These processes can be time-consuming and it is advisable to initiate work as early as possible. Authority for decision-making related to immigration processes will follow Policy 504b Management Authorities Grid.

1. The Manager, Governance and Privacy will support Saskatchewan Polytechnic employees seeking to hire foreign nationals in navigating the immigration process.

2. The Manager, Governance and Privacy will facilitate compliance with federal and provincial legislation related to immigration for employment purposes and maintain access to the employer portal through Immigration and Citizenship Canada.
3. The Manager, Governance and Privacy will review the request and determine if legal counsel is required.
4. Legal counsel will prepare documentation and provide other assistance, as necessary and as directed by the Manager, Governance and Privacy, to support the action.
5. The Manager, Governance and Privacy will authorize the appropriate employer-side immigration submissions to the federal and provincial governments as appropriate.
6. The employee considering working with the foreign national, in coordination with the foreign national, will gather and provide the Manager, Governance and Privacy with all required and appropriate documentation for the employer-side immigration submissions and to meet employer-side record-keeping requirements.
7. The Manager, Governance and Privacy will ensure said documentation is maintained on file for the period necessary to support any potential compliance review or audit by immigration authorities.
8. The foreign national, once working at or for Saskatchewan Polytechnic in Canada, is solely responsible for maintaining authorization to work legally in Canada. The foreign national shall apply for any required work permit extensions promptly and well in advance of work permit expiry and take direction from the Manager, Governance and Privacy in this regard.
9. No foreign national may work at or for Saskatchewan Polytechnic in Canada beyond their period authorized for work in Canada.
10. The Manager, Governance and Privacy will monitor the end date of any work permits, notify the affected foreign nationals to apply for applicable renewals well in advance, authorize any appropriate employer-side immigration submissions for renewals and ensure unauthorized work does not occur.