

Employment of Foreign Nationals Policy

Purpose: To permit the College to utilize foreign nationals as guest speakers or lecturers, or contract employees.

Policy: The College is required to obtain the consent of a Canada Employment Centre Official before a foreign national may be engaged to work for the College.

DEFINITIONS: A guest lecturer is defined as an individual invited by the College to present or lead a series of workshop/seminars/lectures which do not comprise a complete academic course, and for a period of less than one term or semester.

A guest lecturer requires employment authorization prior to entry to Canada.

A guest speaker is defined as a person invited to speak at a single function where participation is limited to presenting an address relating to the speaker's area of expertise.

A guest speaker does not require employment authorization.

A foreign national may also be hired as a contract employee under general provisions for temporary entry to Canada or under the North America Free Trade Agreement.

The Personnel Services Department is responsible for determining the employment status of a foreign national, and for processing entry to Canada.

Applies to: Prospective foreign national employees.

Procedure: Contact the Personnel Services Department at least six weeks prior to the scheduled event.

Reference: Canada Immigration Act.
Personnel Services Policies and Procedures.

Replaces: Employment of Foreign Nationals, Policy #4.1.1.6

1. Policy Sponsor: Director, Personnel Services

2. Approvals:

President: _____ Date: _____

Education Council Chair: _____ Date: _____

Operations Council Chair: _____ Date: _____

Board Chair: _____ Date: _____

3. Amendments:

President: _____ Date: _____

Education Council Chair: _____ Date: _____

Operations Council Chair: _____ Date: _____

Board Chair: _____ Date: _____

4. Review Date: