

IMMIGRATION POLICY

The Potomac Conference from time to time employs individuals who are citizens of countries other than the United States. In most cases, this employment will require the processing of immigration petitions and applications through the Department of Homeland Security. Because these submissions are based on employment, the conference, as the employer must ensure that every petition and application upholds the integrity of both the conference and the Seventh-day Adventist Church.

NOTE: Only citizens and individuals who are permanent residents or who have a current valid employee authorization card are eligible to be enrolled on courtesy payroll. The Conference will not sponsor Courtesy employees for a visa.

The Potomac Conference, in consultation with its immigration attorney, will determine how and when a submission to immigration will take place. Considerations such as the timing of the submission, the inclusion of family members, etc, are important, but these must be carefully weighed against the possible ramifications to the conference and other conference-sponsored aliens in the immigration process. **Local church board members, pastors, school administrators, and head teachers are prohibited from filing petitions and processing immigration visas for regular or local employees. Only conference officers and the Director of Human Resources are authorized to sign petitions. Non-compliance with this policy may result in termination of employment.**

Attempts to pressure either the conference or the attorney regarding immigration petitions will be looked upon unfavorably and could result in loss of employment. In no case will the conference sponsor an I-360 application before a minimum of 6 months of employment, however, in most instances it will be 2 years of full time work.

Role of the Attorney: It is the role of the conference immigration attorney to:

1. Protect and maintain the integrity of the conference in all immigration matters.
2. Advise the conference regarding immigration law and procedures and prepare the required documentation for signature.
3. Provide timely information and advice to employees going through the immigration process.

Financial Arrangements: All immigration expenses are the responsibility of the employee. The conference attorney will bill the conference for preparation of the documentation and this charge will be passed on to the employee.

Authorization: Employees with immigration procedures will sign a "Statement of Acceptance" of the above policy and authorize payroll deductions incurred on their behalf.

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POLICY ACKNOWLEDGEMENT

By my signature below, I acknowledge receipt of the Potomac Conference of Seventh-day Adventists Immigration Policy. Further, I acknowledge my understanding of the Policy and I accept my obligation, duty and responsibility to follow the Immigration Policy. Moreover, I specifically acknowledge and understand that if a visa is inappropriately applied for and/or

obtained in violation of the requirements of this Policy, the Conference may be required to notify the Department of Homeland Security, the result of which may be that the visa worker may be deported. Further, I understand that my employment with the Conference may be in jeopardy. Any and all expenses related thereto, including the costs of the Conference's attorney to assess the matter, shall be the sole responsibility of the church, company or group. Finally, I agree to follow the letter, spirit and intent of the Immigration Policy as stated above.

Employee Name (please print)

Employee Signature

Date

Potomac Conference Representative/Date