

ACKNOWLEDGEMENT OF RECEIPT OF THE
NORTHERN CALIFORNIA CONFERENCE OF SEVENTH-DAY ADVENTISTS
“R-1 VISA POLICY”

The following “Policy” states the procedures required of all Northern California Conference churches, company(ies), groups, schools or other institutions or facilities in order to process all R-1 Visas for religious workers in order to be hired to work at a Northern California Conference institution or facility.

As an employee and representatives of the Northern California Conference, I understand that it is my obligation, duty and responsibility to abide by the requirements in the “R-1 Visa Policy” as stated below.

Northern California Conference
R-1 VISA POLICY

1. If a church, company*, group**, school or other Conference institution or facility (hereinafter, the “local institution”) wishes to process an R-1 Visa for a religious worker, the local institution must first communicate with the Conference Administrators in writing regarding the details of the specific need in order to get approval to proceed with the desired processing of an R-1 Visa for a particular religious worker.
2. After approval is received from Conference Administration, but prior to actually beginning the R-1 Visa process for a religious worker, the local institution must first submit an official request in writing to Conference Human Resources (HR) Department. Such official requests must be voted by Administrative Committee in order for the local institution to proceed with the processing.
3. The local institution must provide actual funding to the Conference to pay for the Conference’s attorney fees related to R-1 Visas and the religious worker, his/her spouse and family or make other suitable arrangements with the Conference for such expenses at the time of their request.
4. The Conference will pay for the Conference’s attorney fees up front and then charge the church, company or group’s accounts receivable for such costs.
5. The local institution must verify with the Conference attorney that the wages being considered to be offered to the religious worker are within the standard Bureau of Citizenship and Immigration Services (BCIS) guidelines and/or regulations.
6. The local institution must provide and maintain proof of medical (catastrophic) insurance for the religious worker and his/her family and provide proof of coverage to the NCC. This may be arranged through Adventist Risk Management or other suitable coverage acceptable to the BCIS.
7. The local institution must be certain not to allow the religious worker to begin any work assignment until they first have lawfully obtained their R-1 Visa status and have obtained a valid social security card. There can be no exceptions to these two requirements.
8. All hiring/employment paperwork must be completed and returned to the Conference HR Department prior to the religious worker beginning any work assignment. Any and all employment to be given to the religious worker must first be voted on by the Administrative Committee prior to beginning any work assignment.

9. Once legally hired, the religious worker must attend the “New Worker Orientation” at the Conference Office within the first month of hire.
10. The local institution must continue to work in good faith with the Conference and the Conference HR Department on all aspects of processing and monitoring of the R-1 Visa status and all employment issues for the religious worker and his/her family.
11. If after the employee is hired as a religious worker based upon R-1 Visa status, the local institution desires to sponsor the religious worker for an adjustment of status from the R-1 Visa status to permanent residency, the local institution must be responsible for all legal fees related thereto and they must continue to work closely with the Conference’s attorney and the Conference HR Department during any such process.
12. No R-1 Visa application may be prepared and/or processed for any religious worker for a local institution or department within Northern California Conference that is not in conformance with this Policy. Any and all processing which occurs outside of this Policy, and thus in violation of this Policy, will not be honored or accepted by the Conference.
13. No one, including pastors, church officers, church workers, principals, department directors, vice-presidents or administrators is authorized to sign for nor may they sign for or apply for an R-1 Visa application without first complying with this Policy.

***Company** is an organized company as defined in NAD Working Policy Church Manual and other official church publication

****Group** is an organized group as defined in NAD Working Policy Church Manual and other official church publications

By my signature below, I acknowledge receipt of the Northern California Conference of Seventh-day Adventists R-1 Visa Policy. Further, I acknowledge my understanding of the Policy and I accept my obligation, duty and responsibility to follow the R-1 Visa Policy. Moreover, I specifically acknowledge and understand that if an R-1 Visa is inappropriately applied for and/or obtained in violation of the requirement of this Policy, the Conference may be required to notify the BCIS, the result of which may be that the R-1 Visa worker may be deported. 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 R-1 Visa Policy as stated above.

Employee Name (Please print)

Employee Signature/Date

NCC Representative/Date

xc: Employee
Personnel File