



UNIVERSITY OF
CALGARY
QATAR

جامعة
كالغاري
قطر

Departmental Policy

Departmental Procedure
Instructions/Forms

UCQ Transfer of Sponsorship Policy

Classification Human Resources	Table of Contents Purpose 1 Scope 2 Definitions 3 Policy Statement 4 Responsibilities 5 Related Procedures 6 History 7
Approval Authority Associate Vice-President (Human Resources)	
Implementation Authority Human Resources Partner, UCQ	
Effective Date August 5, 2011	
Latest Revision August 5, 2011	

- Purpose** 1 The purpose of this policy is to:
- clarify roles and responsibilities with respect to transfer of sponsorship; and
 - ensure compliance with the Comprehensive Agreement.
- Scope** 2 This policy applies to Canadian-Hire and Local-Hire Employees who are sponsored by the College of Nursing (CON) Project.
- Definitions** 3 In this policy
- “Canadian-Hire Employee” means an individual employed by the University and working at UCQ. It does not include a Local-Hire Employee.
 - “Comprehensive Agreement” refers to the Comprehensive Agreement to Establish a Campus of the University of Calgary in Qatar between the State of Qatar and the University of Calgary, 2006.
 - “UCQ” means the University of Calgary – Qatar.

Policy Statement	4	<p>Sponsorship</p> <p>4.1 Canadian-Hire Employees are generally required to be sponsored by the CON Project.</p> <p>4.2 Canadian-Hire Employees, who are in Qatar under another sponsor when they are hired, will provide UCQ Human Resources with the documents required to transfer the sponsorship to the CON Project, prior to the first day of work.</p> <p>4.3 Local-Hire Employees who are male are required to be sponsored by the CON Project.</p> <p>4.4 Local-Hire Employees who are female are generally sponsored by a male relative. When this is not the case, the CON Project may sponsor the female Employee.</p> <p>Transfer of Sponsorship</p> <p>4.5 Employees, who have completed or are nearing completion of their initial contract, may request a 'no objection certificate' (NOC) for a transfer of sponsorship.</p> <p>4.6 UCQ Human Resources will submit the request to the CON Project for approval on behalf of the employee when:</p> <ul style="list-style-type: none"> a) the transfer to a new employer is not a conflict of interest for UCQ; b) the Employee has or will fulfill the terms of the initial contract; and c) the employee has no outstanding liabilities with UCQ. <p>4.7 Employees will have two opportunities to transfer sponsorship to a new employer once the conditions at 4.6 have been met. The employee should start the process at least one month prior to the expected last day of work.</p> <p>4.8 Canadian-Hire Employees, who resign before completing their initial contract or whose contracts are terminated, will not be granted an NOC except under extenuating circumstances.</p>
Responsibilities	5	<p><i>Approval Authority</i></p> <ul style="list-style-type: none"> • ensure appropriate rigour and due diligence in the development or revision of this policy. <p><i>Implementation Authority</i></p> <ul style="list-style-type: none"> • ensure that University staff are aware of and understand the implications of this policy and related procedures; • monitor compliance with the policy and related procedures; • regularly review the policy and related procedures to ensure consistency in practice; and • sponsor the revision of this policy and related procedures when necessary.
Related Procedures	6	<p>Transfer of Sponsorship Procedures</p>

History

- 7 *Approved:* accepted by the JOB Executive Committee, May 24, 2011; approved by the Associate Vice-President (Human Resources), August 5, 2011.

Effective: August 5, 2011