

# We are changing the conditions of someones work at UBC, Do you need to issue a new LMIA-exempt Offer of Employment?



## Changes to Working Conditions For LMIA Exempt Work permits

Sometimes after a faculty or staff member is hired there are changes to their working conditions. If they are on a LMIA-Exempt work permit you may be required to issue a new LMIA-exempt Employment offer. The chart below will help you identify when you need to issue a new LMIA-exempt Employment offer, or when you do not need to take any action. If you have questions please call HRS or email [immigration.help@ubc.ca](mailto:immigration.help@ubc.ca).

Changes to Working Conditions	New LMIA-Exempt Offer?	Further Information
Increase in Salary	No	Increases consistent with occupation do not require new employment offers to be issued. Raises that seem inconsistent with the position could be seen as an indicator of a higher occupation level or change in duties. Call HRS with any questions.
Decrease in Salary	Yes	Wages paid cannot be less than those outlined in the offer of employment. Please issue a new LMIA-exempt Employment offer. New work permit must be issued before wages can be changed.
Unpaid ⇌ Paid	Yes	Please issue a new LMIA-exempt Employment offer. New work permit must be issued before wages can be changed.
Change in Appointment or National Occupation Code	Yes	Please issue a new LMIA-exempt Employment offer. New work permit must be issued before foreign national can start new appointment.
Change of Employment Location - Same Campus	No	Changes to work location, including department do not require the issuance of a new LMIA-exempt Employment offer.
Change of Employment Location - UBCV and UBCO	Yes	Changes to work location, including those between campuses requires the issuance a new LMIA-exempt Employment offer. New work permit must be issued before location of work can be changed.
Change in Duties	No	Occupation and duties need to be consistent with the NOC code stated in the offer. Changes are allowable provided that the variation in duties is reasonably expected for the position listed in the offer, even if not explicitly stated.

*\*Please note – while conditions are imposed only for the period of the work permit, compliance with the conditions can be inspected up to 6 years after the work permit is issued. Documentation related to the issuance of a work permit, including advertising and hiring records, are to be retained for 6 years after the work permit is issued.*

*Disclaimer: Please always refer to the IRCC website or contact HRS for most up-to-date information.*