

Title

Employment Verifications (I-9 Form)

HR Policy NO: 10.002

Page: 1 of 1

Revised: May 1, 2019

Purpose

To verify employment eligibility of all individuals hired.

Applicability

All Employees

Policy

United States employers are required by law to document the employment eligibility of all individuals hired for work. All newly hired regular or temporary employees are required to present proof of identity and employment eligibility to the office of human resources to satisfy requirements of the Department of Homeland Security/US Citizenship and Immigration Services/US Department of Labor. Accordingly, Section 1 of the Form I-9 must be completed on or before an employee's first working day, and all new employees will be required to complete fully the I-9 verification process and produce the appropriate documentation within three business days of starting work. All offers of employment are contingent upon a candidate's fulfillment of this requirement, and a failure to do so will result in termination.

I-9 verifications should be completed by visiting the office of human resources.

Questions regarding the employment eligibility of persons with visas should be directed to the Office of Human Resources.

Responsibility

The associate vice president for human resources, or his/her designee, is responsible for overall administration of this policy.