

575 ELIGIBILITY TO WORK IN THE UNITED STATES

Policy 575 was included in the 2001 University Handbook revision.

- 575.1 Work Authorization.** The Immigration Reform and Control Act (IRCA) of 1986 requires employers to ensure that each individual employed in any regular or temporary, full or part-time position is eligible to work in the United States. Certain procedures have been established to enable the University to comply with the provisions of this law. Failure to comply may result in fines and/or imprisonment.
- 575.2 University's Intent.** The University's intent is to hire only authorized workers-- those who are eligible to work in the United States.
- 575.3 Required Documentation.** All newly hired employees must provide government required proof of identity and authorization to work. Offers of employment must include a statement that employment is contingent upon proof of identity and authorization to work.
- 575.3.1 Completion of I-9.** Each newly hired faculty member, executive/administrative/professional staff, support staff, graduate assistants/fellows and student employees are required to complete an Employment Eligibility Verification Form (Form I-9) on their first day of work. Acceptable forms of identity include, but are not limited to, driver's license with photograph or an identification card issued by a state agency which includes a photograph. Proof of work authorization includes a Social Security card or a U.S. birth certificate. Documents which establish both identity and authorization to work include a passport, certification of citizenship or naturalization, a Resident Alien Card containing a photograph, or a non-U.S. passport bearing an endorsement of permission to work.
- 575.4 Questions.** Questions pertaining to guidelines and procedures should be directed to the Human Resources Office.

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