

Topic: <b>I-9 EMPLOYMENT ELIGIBILITY VERIFICATION POLICY</b>		
Policy #:	Version: 1.0	Updated Date: March 2007

**Purpose:** To define the University's policy and procedure with regard to the federal Immigration Reform and Contract Act of 1986.

**Scope:** All employees

**Policy:** The Department of Homeland Security requires both employers and newly hired employees to sign an Employment Eligibility Verification form (Form I-9) which certifies an employee's identity and employment eligibility.

Employees must present original documents. The only exception is an employee may present a certified copy of a birth certificate.

Failure to complete the I-9 and/or produce the required documents(s), or a receipt for a replacement document(s) that was lost, stolen or destroyed, within three (3) business days shall result in termination of an employee.