



Angelo State University
Operating Policy and Procedure

OP 52.50: Work Authorization and Eligibility Requirements

DATE: March 5, 2018

PURPOSE: The purpose of this OP is to establish policy and procedures in accordance with the provisions of the Immigration Reform and Control Act of 1986.

REVIEW: This OP will be reviewed in February every three years, or as needed, by the director of human resources with recommended revisions forwarded through the vice president for finance and administration to the president by March 15th the same year.

POLICY/PROCEDURE

1. Employment Eligibility Verification (Form I-9) and Requirements

In accordance with the Immigration Reform and Control Act of 1986, the university requires all newly hired individuals to provide documentation of proof of identity and authorization to work in the United States. Such documents must be in original form and be presented to a representative of the Office of Human Resources. At that time, the Employment Eligibility Verification Form I-9 must also be completed. These verification and record keeping requirements apply:

- a. To all newly hired individuals, regardless of whether or not the person hired is a United States citizen; and,
- b. To all categories of employees, including faculty, staff, student, and temporary employees.

All newly hired employees must complete and sign Section 1 of Form I-9 no later than their first day of employment. The employee must present appropriate evidence of identity and employment authorization within 3 business days of the employee's first day of employment. Any individual who fails to produce such documents and complete the Form I-9 in the Office of Human Resources within these time frames will not be placed on the payroll and will subsequently be terminated.

Once an individual has been removed from the payroll, it will be deemed misconduct for any university employee to allow such an individual to perform any work or otherwise remain on the premises. Under no circumstances shall an individual be hired or allowed to begin work without the prior knowledge and approval of human resources.

The Office of Human Resources must retain an employee's completed Form I-9 for as long as the individual works for the employer. Once the individual's employment has terminated the Form I-9 must be retained, either three years after the date of hire, or one year after the date employment is terminated, whichever is later.

[Reviewed with no changes: March 5, 2018]

2. E-verify Program

Under Chapter 673 of the Texas Government Code, state agencies are required to participate in the federal electronic verification of employment authorization E-verify program. The E-verify program is operated by the United States Department of Homeland Security, or a successor employment authorization program designated by the U.S. DHS or other federal agency authorized to verify the employment authorization status of newly hired employees under the federal Immigration Reform and Control Act of 1986.

Per Section 673.002, Angelo State University will register and participate in the E-verify program to verify information of all new employees.

New employees are required to complete the Form I-9 as described above. E-verify employee verification must be completed within 3 business days of the employee's first day of employment.