



Angelo State University
Operating Policy and Procedure

OP 52.50: Work Authorization and Eligibility Requirements

DATE: February 29, 2012

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 of even-numbered years by the director of human resources with recommended revisions forwarded through the vice presidents to the president by March 15th of 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 form 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/casual.

Any newly hired individual who fails to produce such documents and complete the Form I-9 in the Office of Human Resources within 72 hours of the beginning employment date 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.