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UNIVERSITY of HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

UCC Certified

Student Human Resources

AREA: Recruitment and Employment

Number: 02.03.06

SUBJECT: Employment Eligibility Verification Form I-9

RECEIVED SEP 11 2012

I. PURPOSE AND SCOPE

This document provides general guidelines to ensure compliance with the U. S. Department of Homeland Security provisions for completing Employment Eligibility Verification Form I-9. The provisions of this policy apply to all university employees, including faculty and staff, full-time and part-time, student and non-student.

II. POLICY

It is the policy of the university to hire only individuals who are authorized to work in the United States and to comply with the Immigration Reform and Control Act (IRCA) and the U. S. Department of Homeland Security provisions governing the completion and retention of Form I-9.

The university will use the current Form I-9, including approved electronic or paper versions, to verify the identity and work eligibility of all employees on or before the hire date, but no later than the third day of employment. Failure to comply with this requirement may result in termination of the employee.

The IRCA prohibits the university from refusing to hire any person (other than an unauthorized alien) because of a person's national origin or citizenship status. The university also may not demand more or different documents than an employee presents, as long as the documents presented are acceptable by law.

III. DEFINITIONS

- A. I-9: Employment Eligibility Verification Form I-9. This is the federal document required to verify an individual's identity and employment eligibility.
- B. Employee: Any individual compensated for services by the university and paid through the payroll system or receiving other remuneration.
- C. Hire Date: The first day of employment. The day the individual starts working, regardless of the appointment date.
- D. Rehires: Due to the HRMS system, some employees are marked as "terminated" at the end of their current appointment, even though their relationship with the University has not ended. An employee "terminated" and rehired within the next academic year will not be considered a "termination" requiring a new I-9, as the employee's employment was not terminated for I-9 purposes.
- E. Representative: An employee of Human Resources who represents the university by completing Section 2 or 3 of the I-9.

IV. GENERAL RESPONSIBILITIES

- A. All I-9s must be completed by a Human Resources Representative. Human Resources typically complete I-9s electronically, but reserves the right to complete a paper I-9 as needed.
- B. On or before the hire date, the employee is responsible for completing Section 1 of the I-9.
- C. Section 2 will be completed by a representative within three days of the employee's hire date using original, unexpired documentation presented by the employee. The only acceptable document that may be presented in certified copy format is a birth certificate.
- D. Human Resources will retain all I-9s in accordance with the Department of Homeland Security's retention requirements.
- E. I-9s and associated documentation are not to be copied or retained outside of the Human Resources department.
- F. Employees who do not comply with I-9 regulations will be subject to termination.
- G. Hiring departments are responsible for ensuring employees complete the I-9 on or before the hire date. Any federal non-compliance fines resulting from department oversights will be charged to the department.
- H. Prior to the expiration of an employee's work authorization, the employee must present to Human Resources current valid documentation to reverify work authorization. Failure to comply with this requirement will result in termination of the employee.

V. I-9 REQUIREMENTS

- A. A new I-9 must be completed for each employee:
1. Newly-hired to the university; or
 2. Rehired by the university with a break in service longer than one calendar year; or
 3. Rehired by the university within one year of the last date of service with changes to the I-9 work authorization.
- B. An I-9 is not required for:
1. Contractors
 2. Volunteers
 3. Other non-employees not paid through payroll

VI. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice President for Finance

Review: Every three years on or before June 1

VII. APPROVAL

Executive Vice President for Administration and Finance

President

Date of President's Approval: _____

REVISION LOG

Revision Number	Approved Date	Description of Changes
1	11/14/2012	Initial version