



Policy Title	Employment Eligibility Verification	Effective Date:	3/1/13
Policy #	3.4		
Functional Area	Employment - Recruitment	Revised Date(s)	
Policy	Employment Eligibility Verification		
Statement	Eastern Michigan University is committed to ensuring that all employees are legally eligible to be employed in the United States by complying with federal laws and regulations concerning verification of employment eligibility and record keeping.		
Philosophy	The policy ensures continued compliance with the Immigration Reform and Control Act of 1989 (IRCA), as amended and E-Verify federal regulation. Eastern Michigan University may be assessed severe financial penalties if accurate employment eligibility documents are not received and verified within the allotted three (3) business days.		
Procedures	<p>Form I-9 (Employment Eligibility Verification Form) must be completed for all employees (both citizen and noncitizen) hired after November 6<sup>th</sup>, 1986 within three (3) business days of the date employment begins. This law applies to all individuals hired, including part-time, temporary employees, employee consultants, and students. Supervisors are responsible to ensure that all new hires and rehires go to Human Resources or the Student Employment Offices to complete the form by providing appropriate documentation as outlined on the I-9 Form. Any new hire or rehire who fails to complete the employment eligibility verification in the three (3) day time period cannot continue to work or be employed by the University.</p> <p>Human Resources will conduct a second independent review to ensure that the Form I-9 is completed correctly.</p> <p>As of September 8<sup>th</sup>, 2009, employers with federal contracts or subcontracts that contain the Federal Acquisition Regulation (FAR) clause 52.222-64 are required to use E-Verify for all new or existing employees assigned to work on the contract. Employees managing federal contracts are required to notify Human Resources when employees are assigned to work on a contract.</p>		
Responsibility	Contact the Director, Compensation & Employment if you have questions about this policy or if you need more information.		
Resources	<a href="#">I-9 Form including completion requirements and retention</a> <a href="#">U.S. Citizenship and Immigration Services website</a>		