## University Policy 200.24 E-VERIFY

Responsible Administrator: Vice President of Administration Responsible Office: Office of Human Resources Originally Issued: September 2010 Revision Date: Authority: Office of the President

If an employee uses a work authorization form that expires, the employee will be required to provide updated documentation establishing work eligibility.

SPECIAL NOTE: Non-routine cases should be discussed with the Director of Human Resources for resolution.

## E-Verify Process

The Employment Eligibility Verification Form (I-9) must be submitted or the employee must be directed to the Office of Human resources on the first day of employment. Authorized staff members will E-Verify all new hires and rehires. The E-Verify Program Administrator (Director of Human Resources) will ensure that all tentative non-confirmations are resolved within the required time period. In case of a final confirmation, the Director of Human Resources will notify the President, the Provost or the appropriate area Vice President. The immediate supervisor, Dean or Department Head will be notified by the Provost, the appropriate Vice President or the Director of Human Resources. The Financial Aid Office representative will be responsible for the I-9 and E-Verify process for all work study students. The Program Administrator will provide oversight.

## Non-Compliance Resolutions

Employees who are unable to provide the appropriate documentation within the three-day time period will be terminated until documentation can be obtained. The Director of Human Resources will follow the same procedure as outlined for final non-confirmation.

Supervisors who allow employees to start work prior to receiving a signed contract and/ or violate the E-Verify policy will be reported to the Provost or their appropriate Vice President and the President and may be subject to termination.

Continuous repeat violations of the E-Verify policy will result in severe disciplinary action, inclusive of suspension to non-renewal of a contract. Fines (\$100 to \$1,000 per individual violation) imposed for non-compliance will be absorbed by the applicable department.

