

# B.13 Immigration Reform and Control Act

## **Date**

8/17

The Immigration Reform and Control Act (IRCA) of 1986 requires that employers ensure that each individual employed in any position, regardless of status or hours, is eligible to work in the United States. Certain procedures have been established to enable the University to comply with the provisions of the law. Failure to comply may result in fines and/or imprisonment.

The University's intent is to hire only authorized workers--those who are eligible to work in the United States. All newly hired employees must provide proof of identity and employment eligibility. Offers of employment should include a statement that employment is contingent upon proof of identity and authorization to work.

Each newly hired individual is required to complete an Employment Eligibility Verification Form (Form I-9). Section 1 of this form must be completed no later than the first day of employment, and the necessary, original documentation must be provided within the first three days of employment unless the person is to be employed for three or fewer days. In the case of a re-hired individual, contact the Human Resources Department for assistance.

A list of acceptable documents that establish identity and employment eligibility is available in the Human Resources Department and on the USCIS website at <https://www.uscis.gov/i-9>.

Newly hired faculty, staff, and students will complete the I-9 form in the Human Resources Department or with certain USI employees designated and trained by Human Resources. The appropriate documents must be original documents. The documents should be checked carefully and copies made for record keeping purposes. The assigned individual accepting the documents on behalf of the University should verify the accuracy and completeness of Section 1 of the I-9 form, complete Section 2, and certify by signing the I-9 under Signature of Employer. All forms and copies of identification are to be sent to the Human Resources Department.

Individuals not providing the necessary documentation or completion of the I-9 form as requested will be subject to termination.

Questions pertaining to these guidelines should be directed to the Human Resources Department.