



## **XAVIER UNIVERSITY**

### **Immigration Reform and Control Act**

**Effective:** April 30, 2008

**Last Updated:** April 30, 2008

**Responsible University Office:** Human Resources

**Responsible Executive:** Associate Vice President for Human Resources

**Scope:** All University Employees

#### **A. REASON FOR POLICY**

In accordance with the provisions of the Immigration Reform and Control Act of 1986, as amended by the Immigration Act of 1990, Xavier University has adopted the policy set forth below.

1. Xavier University shall not knowingly hire, recruit, or continue employment of any foreign national without substantiating and documenting that alien's eligibility in accordance with provisions established by this policy.
2. The Office of Human Resources shall retain appropriate records establishing that each employee hired is lawfully authorized to work in the United States.
3. As a condition of employment, a Human Resources staff member or designee shall verify both the identity and the employment eligibility of all new employees.

#### **B. PROCEDURE**

1. All new employees, as a condition of employment, shall be required to complete the Employment Eligibility Verification and shall complete the I-9 and provide documents that prove identity and employment eligibility within three (3) business days after start of employment.

2. Should an employee be rehired or reinstated by Xavier University within one (1) year of the dates of separation, the original I-9 form and supporting documentation may be used for the purpose of complying with the Act if the I-9 is still accurate and Xavier University has retained it.

3. If an employee's authorization to work expires, the Office of Human Resources designee must immediately re-verify that the employee is still authorized to work, based on the employee's documentation of continuing eligibility or new authority to work. The Office of Human Resources designee must review the document, and verify on the I-9 Form, noting the document's ID number and expiration date.