

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 5:033	Supersedes Policy Number: 5:033
Date: June 27, 2006	Dated: July 2, 1999
Subject: Immigration Reform and control Act of 1986	Mandatory Review Date: June 27, 2011
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference:
Approved:	President: signature on file

General

It is the intent of the University to conform to The Immigration Reform and Control Act of 1986 which requires an affirmative duty on all employers to refrain from hiring known unauthorized aliens and to verify the status of all new employees.

Employment Verification System

The Employment Verification System requires that the employer attest, under penalty of law, that it has verified that the individual is not an unauthorized alien by examining a document (List A) that evidences both identity and employment eligibility, or two documents (one from List B and one from List C) one which evidences employment authorization and one which establishes identity as described in this policy.

Employment

It is the institution's responsibility to ensure that an unauthorized alien is not hired and to identify the documents reviewed to determine this fact. The Human Resources Office is required to have the eligibility/identification data on an Employment Eligibility Verification Form certifying in writing that each individual hired is not an unauthorized alien. A copy must be kept on file. Effective May 1, 1987, all regular full-time and part-time academic, executive, administrative, professional, clerical and support, adjunct, temporary, and student employees hired must provide either one document from List A or two documents, one from List B and one from List C, prior to issuance of an employment contract. Failure to follow these verification/record-keeping requirements can result in the institution paying a civil penalty for each individual violation.

The following officials are responsible for ensuring the accomplishment of the required eligibility/identification certification by category of employee prior to completion of the hiring process:

Category	Responsible Official
Regular full-time executive, administrative, professional, clerical, support and temporary	Director, Human Resources
Regular part-time executive, administrative, professional, clerical, support and temporary	Director, Human Resources
Academic and adjunct	Provost
CEU faculty	Director, Extended Education
Graduate students	Dean, College of Graduate Studies
Students	Director, Student Financial Aid
Personal services contract	Vice President, Finance and Administration

The human resources office will distribute a limited number of Employment Eligibility Verification Forms to the appropriate departments which can be copied as needed. Forms may also be downloaded from the internet at <http://uscis.gov/graphics/formsfee/forms/index.htm>.

Lists of acceptable documents for employment eligibility verification:

List A

Documents that establish both identity and employment eligibility:

1. U.S. Passport (unexpired or expired)
3. Unexpired foreign passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization
4. Alien Registration Receipt Card or permanent resident card (USCIS Form I-551)
5. Unexpired Temporary Resident Card (UCSIS Form I-688)
6. Unexpired Employment Authorization Card (UCSIS Form I-688A)
7. Unexpired Employment Authorization Document issued by the UCSIS contains a photograph (USCIS Form I-766 on I-688B)

OR

LIST B

Documents That Establish Identity:

1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address.
2. ID card issued by federal, state, or local government agencies or entities provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address
3. School ID card with a photograph
4. Voter's registration card
5. U.S. Military card or draft record
6. Military dependent's ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver's license issued by a Canadian government authority

For persons under age 18 who are unable to present a document listed above:

10. School record or report card
11. Clinic, doctor, or hospital record
12. Day-care or nursery school record

AND

LIST C

Documents That Establish Employment Eligibility:

1. U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment)

2. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. Native American tribal document
5. U.S. Citizen ID Card (USCIS Form I-197)
6. ID Card for use of Resident Citizen in the United States (USCIS Form I-179)
7. Unexpired employment authorization document issued by the USCIS (other than those listed under A)