

UNIVERSITY OF PITTSBURGH POLICY 07-01-04

CATEGORY: PERSONNEL
SECTION: Recruitment
SUBJECT: Employment Eligibility Verification: Immigration Reform and Control Act
EFFECTIVE DATE: June 8, 1989
PAGE(S): 1

I. SCOPE

This policy establishes that all individuals hired by the University on or after November 6, 1986 provide documentation of authorization to work in the United States, as required by the Immigration Reform and Control Act of 1986 under the jurisdiction of the United States Department of Justice, Immigration and Naturalization Service.

II. POLICY

Each prospective new hire must demonstrate to the University of Pittsburgh, authorization to work in the United States. Documentation for the candidate's authorization is provided by the U.S. Department of Justice FORM I-9, Employment Eligibility Verification. (See Procedure 07-01-04, Employment Eligibility Verification: Immigration Reform and Control Act.)

All discussions about offers of employment must include the stipulation that any offer is contingent upon the presentation of appropriate documentation. Confirmation of employment offers will contain a statement which requires the employee to provide documentation mandated by the Act.

Start dates for candidates can be established in advance of the first day of work. However, the new employee must present verification of authorization to work in the United States within the first three working days. Failure to produce appropriate documentation will result in immediate termination.

The University is not required to verify the employment eligibility of a former employee rehired within one year of the original verification which indicated U.S. citizenship.

The University is required to reverify employment eligibility when:

- The individual is an alien authorized by the Immigration and Naturalization Service to work in the United States but has an expiration of employment authorization date
- The individual applies for rehire after separation from the University for more than one year

When an employee is determined to be unauthorized, or has become unauthorized, employment will be terminated.

Under the Act there are no exceptions, and penalties or fines and/or imprisonment can be assessed against individuals as well as institutions for violating the Act, including record keeping requirements.

III. REFERENCE

[Procedure ER 08, Employment Eligibility Verification: Immigration Reform and Control Act \(formerly 07-01-04\)](#)