

## **2456 – Immigration Law Compliance**

In compliance with the Immigration Reform and Control Act of 1986, each new or rehired employee (regardless of classification, i.e., full-time part-time, student, etc.), as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present necessary and required documentation establishing identity and employment eligibility.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Office of Human Resources.

**Contact(s):** Director of Human Resources

**Related Form(s):** Form I-9

**References:** U.S. Citizenship and Immigration Services: I-9, Employment Eligibility Verification

**Relevant Policy or Procedure(s):** 1440 – Employee Paperwork

**Approved by:** President

**Date:** 7/8/02

**Revision(s):** 10/16/07; 10/21/19 (minor revision)