


<p>CAMPUS POLICY</p>  <p>UNIVERSITY OF COLORADO at COLORADO SPRINGS</p>	POLICY NUMBER: 300-010	PAGE NUMBER: 1 of 3
	CHAPTER: 300 Human Resources	
	SUBJECT: Immigration Reform and Control Act (IRCA) of 1986 (I-9's)	
	EFFECTIVE DATE: January 18, 2005	
	SUPERSESSION: November 1, 2004	
OPR: Human Resources VC: Administration & Finance	APPROVED: by Pamela Shockley-Zalabak, Chancellor, on January 18, 2005	

I. POLICY

This policy is applicable to all employees of the University of Colorado at Colorado Springs. The University of Colorado at Colorado Springs will comply with the Immigration Reform and Control Act of 1986 which provides that it is illegal for employers to hire persons who are not authorized to work in the United States. Employers are required to verify the identity and eligibility for employment of all persons hired and to maintain documentation of employment verification.

II. AUTHORITY FOR CAMPUS POLICIES

Immigration Reform and Control Act of 1986

III. PURPOSE

This policy is developed to enable the campus to comply with the provisions set forth by the Act.

IV. DEFINITIONS

This policy applies to all employees hired on or after November 6, 1986.

V. PROCEDURES

The Immigration and Naturalization Service developed a form to verify new hires and others who are eligible to work in the United States. This form is entitled "Employment Eligibility Verification," and is commonly referred to by its numerical designation, "I-9." This form is available in the Human Resources Department. The employee completes it in part and the Human Resources Department reviews and finalizes it. The IRCA stipulates that the employment verification process be completed in person, and that verification be completed within three working days of the beginning of employment.

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- A. In general, upon acceptance of an offer of employment or within three working days of the beginning of employment, departments must send faculty, staff and student employees to the Human Resources Department to have employment eligibility verified. Upon request from a department and the showing of considerable hardship to new employees, the Director of Human Resources may delegate responsibility for verification of employment eligibility. Such departments shall typically have a high level of personnel activity.
 - B. To assist with the collection process, the Human Resources Department will be available for verification of employment eligibility at events such as orientation sessions for new faculty. In addition, during peak activity periods, a department may request a Human Resources representative be available to verify employment eligibility.
 - C. Payroll and Benefit Services periodically will produce a report listing active employees whose I-9 effective date field in the PeopleSoft Human Resources system has not been completed, or whose I-9 expiration date has passed. The Human Resources Department will be responsible for following-up on exceptions directly with appointing authorities in campus departments.
 - D. Failure of the employee to submit the required I-9 documentation may result in termination from UCCS employment.
 - E. Departments that fail to comply with this policy shall be responsible for any fines that may be levied against the University.
- VI. RESPONSIBILITY: The Human Resources Department is responsible for implementing the provisions of this document.
- VII. HISTORY:
- VIII. ATTACHMENTS: <http://www.uccs.edu/~hr/web/pdfs/I-9.pdf>, which includes a list of acceptable documents.