

MEDICAL COLLEGE OF OHIO

Subject: EMPLOYMENT ELIGIBILITY VERIFICATION

Policy No.: 05-013

The Immigration Reform and Control Act of 1986, as amended by the Immigration Act of 1990 requires employers to hire only persons who may legally work in the United States—citizens and nationals of the United States and aliens authorized to work. To comply with the law, the Medical College of Ohio must verify the identity and employment eligibility of anyone hired. The following procedures must be followed by representatives of the Medical College of Ohio who are responsible for the hiring process and authorized to extend an offer of employment.

Non-Faculty Staff

Human Resources is responsible for extending offers of employment for all non-faculty positions, except for residents and graduate students.

To the extent practical, candidates will complete the Form I-9 (Employment Eligibility Verification) before their first day of employment. The I-9 form is completed at the time an employee presents himself in Human Resources to complete the pre-employment requirements. Persons tested at a facility other than MCO will complete the Form I-9 on their first day of employment.

The Form I-9 identifies various documents that will satisfy the requirements. The Form I-9 must be completed within three (3) business days of the date employment begins. Persons are ineligible for employment if they are unable to present the required documents. Persons unable to present the required documents are employment eligible if they present a receipt for the application of the document(s) within three (3) business days and the actual document(s) within ninety (90) days.

Once completed, I-9s will be maintained in Human Resources separate from the employee personnel file.

Faculty

New faculty will complete the Form I-9 at the time they enroll for their benefits.

Residents

New residents will complete the Form I-9 during resident orientation on their first day of employment. Human Resources is responsible for ensuring the required documents are presented.

Graduate Students

The International Services Coordinator in the Graduate School is responsible for verifying the eligibility of graduate students for MCO employment. (See Institutional Policy Regarding Responsibilities for Non-Immigrants.)

Completing the Form I-9

A person must present a document or documents that establish identity and employment eligibility. Attached is a list of acceptable documents. If a person does not present a document from List A, he or she must present one document from List B which establishes identity and one document from List C which establishes employment eligibility.

If a person is unable to present the required document(s) within 3 business days of the date employment begins, he or she must present (within 3 business days) a receipt showing that he or she has applied for the document. The person then must present the actual document within 90 days of the date employment begins. The person must have indicated on or before the time employment began, by having checked an appropriate box in Section 1, that he or she is already

eligible to be employed in the United States. Failure to produce the required documents will result in an immediate inability to work until compliant with this regulation.

Source: Vice President for Operations

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