Name of Policy: Employment eligibility verification
Policy Number: 3364-25-116
Approving Officer: President
Responsible Agent: Vice President and Chief HR Officer
Scope: The University of Toledo – All Campuses

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(A) Policy statement

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.

Human resources and talent development (HRTD) is responsible for the development of all pre-employment procedures and determines the appropriate documentation required prior to hire. HRTD shall ensure that the documentation required is in accordance with the immigration reform act of 1986 and other applicable federal and state laws and regulations. To comply with the law, The University of Toledo must verify the identity and employment eligibility of anyone hired.

The following procedures must be followed by representatives of the university who are responsible for the hiring process and authorized to extend an offer of employment.

(1) Non-faculty staff

Human resources and talent development is responsible for extending offers of employment for all non-faculty positions, except for residents and graduate students working on health science campus.
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 and talent development to complete the pre-employment requirements. Persons tested at a facility other than the university 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 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 business days and the actual document(s) within ninety days.

Once completed, I-9s will be maintained in human resources and talent development separate from the employee personnel file.

(2) Faculty

Academic affairs is responsible for ensuring the completion of all pre-employment documents.

(3) Residents

New residents will complete the form I-9 during resident orientation on their first day of employment. Human resources and talent development is responsible for ensuring the required documents are presented.

(4) Graduate students

The international services coordinator in the graduate school is responsible for verifying the eligibility of graduate students for university employment.

(5) Completing the form I-9

A person must present a document or documents that establish identity and employment eligibility. A person can consult with human resources and talent development to obtain a list of acceptable documents.
If a person is unable to present the required document(s) within three business days of the date employment begins, he or she must present (within three business days) a receipt showing that he or she has applied for the document. The person then must present the actual document within ninety 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 one, which 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.

Approved by:

[Signature]
Sharon L. Gaber, Ph.D.
President

October 13, 2016
Date

Review/Revision Completed by:
Senior Leadership Team
Vice President and Chief HR Officer

Policies Superseded by This Policy:

• Previous 3364-25-113, effective date February 12, 2013

Initial effective date: July 1, 1986
Review/Revision Date: July 1, 2003; February 12, 2013
October 13, 2016
Next review date: October 13, 2019