

**THE UNIVERSITY OF TEXAS OF THE PERMIAN BASIN**  
**OFFICE OF HUMAN RESOURCES**  
***POLICY AND PROCEDURES MEMORANDUM***

**EMPLOYMENT ELIGIBILITY**

**DATE:** February 1, 2006

**1. PURPOSE**

The purpose of this policy is to ensure compliance by The University of Texas of the Permian Basin with the Immigration Reform and Control Act of 1986.

**2. POLICY**

In accordance with the Immigration Reform and Control Act of 1986, The University of Texas of the Permian Basin must verify the employment eligibility of all persons hired by completing The Immigration and Naturalization Service Employment Eligibility Form I-9 form and must not knowingly hire or continue to employ any person not authorized to work in the United States.

**3. PROCEDURES**

- 3.1** The University requires newly hired employees to complete Section 1 of the Department of Homeland Security Form I-9. The employee must affirm that he or she is a citizen, a permanent resident, or an alien authorized to work in the United States. An employee who is an alien authorized to work must provide the expiration date for such authorization. It is the responsibility of The University of Texas of the Permian Basin to ensure that the form is completed accurately.
- 3.2** The University of Texas of the Permian Basin must ensure within three business days of the commencement of employment that the employee presents original documentation of identity and employment eligibility. These documents must be in accordance with the list of acceptable documents listed on the back of the DHS Form I-9.
- 3.3** If an employee is unable to present the required documentation within the three-day period, the employee must present a receipt(s) reflecting his or her application for acceptable documentation within three business days of hire and provide the documents within 90 business days of hire.
- 3.4** The University of Texas of the Permian Basin Office of Human Resources will examine the documents to determine that they appear to be genuine and that they relate to the individual who has presented the documents, and will

not accept documents that appear to be forged, fraudulent, or subject to tampering.

- 3.5** If the documents appear genuine, The University of Texas of the Permian Basin Office of Human Resources will complete Section 2 of the DHS Form I-9. This section certifies employer review of the documents presented by the newly hired individual and the employee's eligibility to work, to the best of the employer's knowledge.
- 3.6** If the employee is required to provide an "authority to work" expiration date in Section 1 of the DHS Form I-9, The University of Texas of the Permian Basin Office of Human Resources has an obligation to re-verify employment eligibility of the employee before the expiration date listed. Re-verification consists of ensuring that the employee is eligible to work just prior to the expiration of employment authorization as indicated by the employee in Section 1 of the DHS Form I-9.
- 3.7** The University of Texas of the Permian Basin Office of Human Resources will retain the DHS Form I-9 for at least one year after the individual's employment is terminated or three years after the date employment begins, whichever is later.

#### **4. AUTHORITY**

- Immigration and Control Act of 1986

#### **5. APPLICATION**

This policy applies to The University of Texas of the Permian Basin.