

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<b>I-9: Employment Eligibility Verification</b>		<b>SOP #: HR.026.00</b>
Effective Date	7.9.2020	
Last Revision/Review	7.9.2020, 4/28/23, 6/13/2024	

### **1. Purpose**

U.S. employers are required by law to verify the employment authorization of all employees they hire on or after November 6, 1986, for employment in the United States, regardless of the employees' immigration status.

Form I-9, Employment Eligibility Verification, must be completed for each newly hired employee, including U.S. citizens, permanent residents, and temporary foreign workers, to demonstrate the employer's compliance with the law and the employee's work authorization.

Through the Form I-9 verification process, the College ensures that employees possess proper authorization to work in the United States and that hiring practices do not unlawfully discriminate based on immigration status.

These procedures provide guidance on how to properly complete the Form I-9.

### **2. Related Policy/Authority**

Employee Handbook

### **3. Faculty/Staff Responsibilities**

Applies to all employees. Reporting responsibility: The Office of Human Resources

### **4. Definitions/Abbreviations**

### **5. Procedural Steps**

#### **PRIVACY ACT NOTICE**

The authority for collecting this information is the Immigration Reform and Control Act of 1986, Pub. L. 99-603 (8 USC 1324a).

This information is for employers to verify the eligibility of individuals for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States.

This information will be used by employers as a record of their basis for determining eligibility of an employee to work in the United States. The form will be kept by the employer and made available for inspection by authorized officials of the Department of Homeland Security, Department of Labor, and Office of Special Counsel for Immigration-Related Unfair Employment Practices.

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Submission of the information required in this form is voluntary. However, an individual must complete the form within 3 business days from hire date, since employers are subject to civil and criminal penalties if they do not comply with the Immigration Reform and Control Act of 1986.

### **SECTION 1 – EMPLOYEE INFORMATION AND VERIFICATION**

Burrell College will provide the employee a blank I-9 form along with the instruction sheet and the list of acceptable documents. The employee completes and signs Section 1. Employee Information and Verification on or before the first day of employment. **Remember not to ask for any specific documents.**

1. Employee enters full name and maiden name, if applicable.
2. Employee enters current address and date of birth.
3. Employee enters his or her zip code, and Social Security number. Entering the Social Security number is optional unless the employee is providing it as one of the acceptable documents in Section 2.
4. Employee reads warning and attests to his or her citizenship or immigration status.
5. Employee signs and dates the form.
6. If the employee uses a translator to complete the form, the translator must certify that he or she assisted the employee by completing the Preparer and/or Translator Certification section. This section should only be filled out by the translator. As the authorized representative (typically the Office of Human Resources) of Burrell College, you are responsible for reviewing and ensuring that Section 1 is properly completed.

### **SECTION 2 - EMPLOYER REVIEW AND VERIFICATION**

The employee must present original/unexpired documents that establish identity and employment authorization within 3 business days of the date employment begins. Employee can choose which document(s) he or she wants to present from the List of Acceptable Documents - see last page of Form I-9.

Examine the original document(s) the employee presents and fully complete Section 2 of Form I-9. You must examine one document from List A (to establish both identity and employment authorization), OR examine one document from List B (to establish identity only) AND one document from List C (to establish employment authorization only). Each field must be completed, where applicable. Do not write in "see attached."

1. Record document title(s), issuing authority, document number, and the expiration date from original documents supplied by the employee. See last page of Form I-9 for Lists of Acceptable Documents.
2. Enter date employment begins.
3. Attest to examining the original documents provided by the employee by filling out the signature block. Your signature, print name, title, organization as Burrell College of Osteopathic Medicine, and enter date. Make a copy of the original document(s) provided and attach it to the completed Form I-9.

Do not fill out section List B and List C if you have received documents from List A.

### **SECTION 3 – UPDATING AND REVERIFICATION**

Occasionally, the Form I-9 must be updated and reverified by completing Section 3 only.

1. When an extension of work authorization has been granted.
2. New type of work authorization has been granted.
3. Employee has had a name change as evidenced in an updated Social Security Card.

#### **Reverifying Employment Authorization for Current Employees**

When an employee's employment authorization expires, you must reverify his or her employment authorization. Use Section 3 of Form I-9, or use a new form if Section 3 has already been used for a previous reverification or update. If you use a new form, write the employee's name in Section 1, complete Section 3, and retain the new form with the original. The employee must present a document that shows either an extension of their initial employment authorization or new employment authorization.

#### **Reverifying or Updating Employment Authorization for Rehired Employees**

When you rehire an employee, you must ensure that he or she is still authorized to work. The employee may complete a new Form I-9 or the employer may reverify or update the original form by completing Section 3 if:

1. Employee is rehired within 3 years of initial date of hire; and
2. Employee's previous grant of employment authorization has expired, but he or she is now eligible to work under a new grant of employment authorization; or
3. Employee is still eligible to work on the same basis as when the Form I-9 was completed.

#### ***Process for Updating/Reverifying***

1. Record employee's new name, if applicable, and date of rehire, if applicable.
2. Record the document title, number, and expiration date (if any) of document(s) presented.
3. Sign and date.

Note: You may also fill out a new Form I-9 in lieu of filling out this section.

### **PHOTOCOPYING AND RETAINING FORM I-9**

The College must retain completed Forms I-9 and accompanying documentation for all employees for 3 years after the date of hire, or 1 year after the date employment is terminated, whichever is later.

All forms and accompanying documents must be kept in a separate file from the personnel file and/or other personnel documents even after the employee separates from the College.

## **6. Reports/Charts/Forms/Attachments/Cross References**

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### **7. Maintenance**

### **8. Signature**

Approved by	6/13/2024
Department Head of Human Resources	Date

### **9. Distribution List**

Internal/External

### **10. Revision History**

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
1	[e.g., 3.1]			