

## HEKTOEN INSTITUTE LLC POLICY & PROCEDURES FORM

**POLICY TITLE: EMPLOYMENT ELIGIBILITY VERIFICATION FORM (I-9) POLICY**

**POLICY NUMBER: 00006**

**REVIEWED & REVISED: 05/01/2012**

**POLICY:**

Hektoen Institute will comply with the Immigration Reform and Control Act. The USCIS requires the completion of the Employment Eligibility Verification (Form I-9) to verify that persons are eligible to work in the United States. The Act prohibits discrimination in employment and supervisors who knowingly hire unauthorized aliens are subject to both civil and criminal penalties. It is not illegal to give preference to a U.S. citizen over an (alien) if the two individuals are equally qualified.

**EMPLOYEES AFFECTED:** All HEKTOEN Staff

**PURPOSE:**

Hektoen requires the completion of the Employment Eligibility Verification Form (I-9) to verify that employees are eligible to work in the United States. All employees, citizens and non-citizens must complete the I-9 Form prior to hiring or no later than the day of hire. Hektoen and the hiring manager are responsible for ensuring that the employees attend orientation before they begin to work for Hektoen.

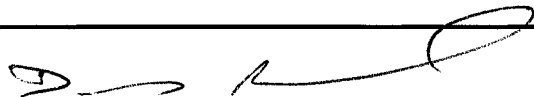
**GUIDELINES:**

1. The Act requires the employee to complete Section 1 of the Form I-9 when they start to work. A representative from Human Resources must certify documents establishing the employee's identity and eligibility to work by completing Section 2 of the form.
2. A new employee must complete Section 1 of Form I-9 with name, address, date of birth, Social Security Number and birth name. The block that correctly indicates the employee's immigration status must be checked.
3. A representative from Human Resources must complete Section 2 by examining evidence of identity and employment eligibility and completing list A, B, or C in its entirety
4. Documents that may be used to determine employment identity and eligibility are listed on the back of Form I-9 and are summarized in the appendix of this policy. List A documents establish the identity and employment eligibility of an employee; therefore, only one document is needed from List A. If a List A document is not available, two documents must be provided, one from List B, which establishes identity, and one from List C, which establishes employment eligibility. The applicant can select which document(s) to present when there is a choice.

**SANCTIONS**

**Failure to complete Form I-9 or to provide documentation within three business days will result in the termination of employment of the employee.**

Employees who violate this policy subject to discipline commensurate with the severity and/or frequency of the offense and may include termination of employment.

Approved by:  Date: 4/10/12

Job Title: ADMINISTRATION