

# Saint Joseph's College

## Policy Guidebook

### Human Resources

**Section Name:** Starting Your Career with SJC

**Section Number:** 2.03

**Effective Date:** 7/1/2021

#### **SUBJECT: Completion of Required Paperwork**

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##### **Purpose:**

To comply with the Department of Homeland Security's requirement to employ individuals who are legally eligible to work in the United States. In addition, Saint Joseph's College maintains and protects important information pertaining to employees such as a current mailing address, phone number, emergency contact information, personal email address, etc.

##### **Applicable to:**

All Faculty, Staff and Student Employees

##### **Policy:**

Saint Joseph's College is committed to employing individuals who can legally prove eligibility to work in the United States and foreign nationals who are authorized to work in the United States. The College does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed a Form I-9 with Saint Joseph's College within the previous three years, or if their previous Form I-9 is no longer retained or valid.

Employees seeking more information on immigration law issues are encouraged to contact Human Resource. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

Personal employee information, including mailing address, phone numbers, emergency contact information, etc., will be maintained in the Human Resources Department and within the Human Resources Information System (HRIS). Employees are strongly encouraged to review this information annually and make changes to their information through the self-service component of the HRIS.

**Procedure:**

All new employees are required to complete the Employment Eligibility Verification Form I-9 within 72 hours of starting employment.

If an employee does not either complete the form within 72 hours of starting employment and/or provide valid documentation establishing identity and employment eligibility, the employee's employment will be suspended until they are able to do so within an agreed upon timeline to complete the necessary paperwork. Failure to do so will result in an employee not being eligible to work at Saint Joseph's College.

It is an employee's responsibility to update their Employment Eligibility Verification Form I-9 for reasons such as a name change, document expiration, and a rehire status.

Personal data will be obtained during the hiring process and maintained in the HRIS.