

# **OLD DOMINION UNIVERSITY**

## **University Policy**

**Policy #6027**

### **EMPLOYMENT ELIGIBILITY AND VERIFICATION POLICY**

**Responsible Oversight Executive:** Vice President for Human Resources

**Date of Current Revision or Creation:** March 30, 2016

#### **A. PURPOSE**

The purpose of this policy is to ensure compliance with the provisions for employment eligibility

E-verify – An internet-based system that compares information from an employee's Form I-9 to data from U.S. Department of Homeland Security and Social Security Administration records to confirm that an employee is eligible to work in the United States.

Illegal alien – A non-citizen who has not been lawfully admitted to the United States or who has violated the terms of his/her lawful admission.

Unauthorized alien – A non-citizen who does not have legal permission to work in the United States because of his/her immigration status or because he/she has applied and been found ineligible for work authorization.

#### D. SCOPE

This policy applies to all employees and employees of affiliated organizations who are paid through the University. Employees include all staff, administrators, faculty, full- or part-time, and classified or non-classified persons who are paid by the University. Affiliated organizations are separate entities that exist for the benefit of the University and include the Foundations, the Community Development Corporation, and the Alumni Association.

#### E. POLICY STATEMENT

Old Dominion University complies with Federal requirements that all University employees' identity and eligibility to work in the United States are verified. The primary provisions of the Federal requirements are:

- x The ban on hiring of unauthorized aliens;
- x The requirement to verify the employment eligibility of all new hires;
- x The prohibition against discrimination towards certain persons on the basis of their citizenship or national origin.

#### F. PROCEDURES

##### Verification

USCIS requires the completion of the [Employment Eligibility Form](#)





**POLICY HISTORY**

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**Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:**

/s/ Pamela Harris  
Responsible Officer

March 21, 2016