



Employment Eligibility Verifications Policy

POL 08.05.06

Effective Date: February 20, 2020

1.0 Policy Purpose

The purpose of this policy is to comply with all laws and regulations related to verifying employment eligibility. As a federal contractor, Brown is an E-Verify employer.

2.0 To Whom the Policy Applies

This policy applies to newly hired Brown Faculty, Staff and Student Employees.

3.0 Policy Statement

Federal law requires all employers to verify the identity and eligibility of all persons hired to work in the United States. Accordingly, Section 1 of the Form I-9 must be completed on an employee's first working day and all employees will be required to fully complete the I-9 verification process and produce the appropriate documentation within three business days of starting work. All offers of employment are contingent upon the candidate's fulfillment of this requirement and a failure to do so will result in termination.

As an E-Verify employer, Brown will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. Employment eligibility verification through E-Verify will also be required for current employees who begin work on covered federal grants or contracts but were previously not entered into E-Verify.

4.0 Definitions: N/A

5.0 Responsibilities

All individuals to whom this policy applies are responsible for becoming familiar with and following this policy. University supervisors are responsible for promoting the understanding of this policy and for taking appropriate steps to help ensure compliance with it. Additional responsibilities include:

- **Applicant to whom an offer of employment has been made:** Offers are contingent upon satisfactorily completing the Form I-9 prior to the commencement of work with Brown. Newly hired employees must comply with I-9 regulations and complete the form within 3 days of hire.
- **Human Resources Service Center:** Complete the I-9 verification for Faculty, Staff and Student employees.

6.0 Consequences for Violating this Policy

Failure to comply with this and related policies is subject to disciplinary action, up to and including suspension without pay, or termination of employment or association with the University, in accordance with applicable (e.g., staff, faculty, student) disciplinary procedures.

7.0 Related Information

This policy is not a legal document. This policy does not confer a term of employment, nor is the language intended to establish a contract of employment, express or implied, between any employee and Brown University. The University reserves the right to change, amend or terminate any of its human resources policies at any time for any reason.

Brown University is a community in which employees are encouraged to share workplace concerns with University leadership. Additionally, Brown's Anonymous Reporting Hotline allows anonymous and confidential reporting on matters of concern online or by phone (877-318-9184).

The following information complements and supplements this document. The information is intended to help explain this policy and is not an all-inclusive list of policies, procedures, laws and requirements.

7.1 Related Policies: N/A

7.2 Related Procedures: N/A

7.3 Related Forms:

- [Federal Form I-9](#)
- [Instructional Guidance](#)
- [List of Acceptable Documents](#)

7.4 Frequently Asked Questions (FAQs):

- **What is the Form I-9?**

The Form I-9 is a federal form used to verify the identity and employment authorization of individuals hired for employment in the United States. All U.S. employers must ensure proper completion of the Form I-9 for each individual they hire for employment in the United States.

- **How do I complete the Form I-9?**

The Form I-9 is completed electronically in Workday as part of onboarding. You must bring your Form I-9 documentation to the Human Resources Service Center in the Brown Business Center to complete the Form I-9 process.

- **I have a Visa, am I eligible to work for Brown University in the United States?**

Contact the Office of International Student and Scholar Services.

Address: Page-Robinson Hall, Room 510, 69 Brown Street, Providence RI

Phone: 401.863.2427.

Email: oisss@brown.edu

- **May I present a photocopy of a document when completing the Federal Form I-9?**

No. Employees must present original documents.

- **What happens if I do not produce the required documents within three business days of my start date?**

An employee who fails to produce the required document or documents within three business days of the date employment begins will be terminated.

7.5 Other Related Information:

- Immigration and Nationality Act of 1952 (INA)
- Immigration Reform and Control Act of 1986 (IRCA)
- Immigration Act of 1990
- E-Verify Participation Posting

8.0 Policy Owner and Contact

8.1 **Policy Owner:** Vice President for Human Resources

8.2 **Policy Approved by:** Executive Vice President for Finance & Administration

8.3 **Contact Information:** HR Service Center & Student Employment Manager, University Human Resources

- Telephone: 401-863-9875
- Email: UniversityHR@Brown.edu

9.0 Policy History

9.1 **Policy Effective Date:** February 20, 2020

9.2 **Policy Last Reviewed:** May 8, 2020

9.3 **Policy Update/Review Summary:** Formatted to comply with the new University Policy Template. Policy disclaimer notice added in section 7.0 on May 8, 2020. Policy footer removed on June 19, 2020. Previous policy version superseded by this policy:

- Employment Eligibility Verifications (20.032), Revision Date: January 1, 2019