CDU Policy I.E.00520 Work Authorization

ISSUING OFFICER: Director of Human Resources

RESPONSIBLE OFFICE: Department of Human Resources

EFFECTIVE DATE: September 1, 2004

REVISED DATE: October 29, 2010

SUPERSEDES: CDU Policy I.E.00520, dated September 1, 2004

POLICY I.E.00520 Work Authorization

Charles R. Drew University encourages all qualified candidates who are legally authorized to work in the United States, to seek employment with the University. The University will not discriminate against any qualified job applicant based on national origin or citizenship status. Federal law requires all employees to show proof that they are legally authorized to work in the United States within the first three (3) days of employment. In addition, employers may accept only those documents specified by the government.

In some instances, the University will sponsor and or assist individuals who wish to obtain a work-related Visa. These requests are considered on a case by case basis, taking into consideration federal guidelines for sponsorship and University funding. Please contact the Department of Human Resources for information regarding Visa processing.

PROCEDURE I.E.00520 Work Authorization

1. All employees are required to show proof of eligibility to work in the United States.
2. Documents verifying eligibility to work will be requested after an offer of employment is made and will be accepted no later than the third day of employment.
3. If documentation is not provided by the third day of employment, the employment relationship will be terminated.
4. A list of acceptable documents can be obtained in the Department of Human Resources.
   - Providing documentation that establishes both their identity and employment authorization (List A documents on the I-9 form)
   - Providing documentation that separately establishes their identity (List B documents on the I-9 form) and their employment authorization (List C documents on the I-9 form).
5. Individuals who are made an offer of employment and can show authorization to work in the United States will be placed on the University payroll in the manner described in CDU – APM I.E.00490 (Employment).
Employees who are re-hired must provide proper documentation if the documents produced to complete the prior I-9 form have expired, are about to expire or if the date on the initial I-9 form is dated prior to June 5, 2007.

Applicability: All Staff and Faculty Members