



Policy HR 2.4

Authorization to work in the United States

Adopted by the Library Board of Trustees: 01/24/2013

NOLS follows the laws and regulations relating to the Immigration Reform and Control Act of 1986 (IRCA) as administered by the United States Citizenship and Immigration Services (USCIS).

I. Anti-discrimination statement

In accordance with IRCA, NOLS will treat all people equally when:

- a. Announcing a job;
- b. Taking applications;
- c. Performing interviews;
- d. Making job offers;
- e. Verifying the individual's authorization to work;
- f. Hiring the individual; and
- g. Terminating the individual's employment.

When processing an applicant's or employee's completion of an I-9 Form, the Library will not discriminate against an applicant or an employee and will refrain from:

- a. Requiring that employee produce or show specific documents;
- b. Asking to see employment authorization documents before an individual accepts a job offer;
- c. Refusing to accept a legitimate document, or refusing to hire an individual, because a document will expire in the future;
- d. Refusing to accept receipt of an Employment Authorization Document which is acceptable for Form I-9 purposes; and
- e. Demanding a specific document when re-verifying that an employee is authorized to work.

2. Employment Practices

An I-9 form may be downloaded from the government website: <http://www.uscis.gov>. In accordance with federal law the Library is required to verify, within the first three (3) days of employment with the Library, that the new employee is legally eligible to work in the United States. The Library must require that each new employee complete an I-9 Form, and present acceptable identification as outlined in the procedural guidelines in Appendix A.1: Forms.

The Library will maintain completed I-9 forms and relevant documents of proof of identification in a confidential file separate from any other employment files or documents. These documents may be presented for inspection by representatives from the Department of Homeland Security.

I-9 forms and supporting documents will be retained for three (3) years after an employee's separation from Library employment in accordance with the federal law.

In those instances when a former employee is being rehired, if it has been more than three (3) years since the employee worked for NOLS, the employee will be required to complete the I-9 form and provide proof of identification in accordance with federal law.

3. Administration

The Library Director is responsible for administering this policy.