

## **PERSONNEL**

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#### **Immigration Reform and Control Act (6.18)**

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#### **PURPOSE**

The Immigration Reform and Control Act of 1986, Section of Public Law 99603, requires employers to refrain from knowingly hiring unauthorized aliens. The Employment Verification System, Section 274A. (b) further requires that employers attest to having verified applicants/employees are not unauthorized aliens.

#### **POLICY**

To comply with the Immigration Reform and Control Act of 1986, and amendments thereto, Tennessee State University shall verify that an applicant/employee is not an unauthorized alien by examining a document described in Subparagraph 1 or a document described in Subparagraph 2 and a document described in Subparagraph 3.

#### **PROCEDURE**

1. A document establishing both employment authorization and identity, such as:
  - a. United States Passport
  - b. Certificate of United State citizenship
  - c. Certificate of naturalization
  - d. Unexpired foreign passport which bears an appropriate, unexpired endorsement of the Attorney General authorizing the individual's employment in the United States; resident alien card or other alien registration card, if the card contains a photograph or other personal identifying information and shows evidence of employment in the United States.
2. A document which evidences employment authorization, such as:
  - a. Social security account number card (other than one which does not specify authorized employment in the United States)
  - b. Certificate of birth in the United States or evidence of United States nationality at birth which the Attorney General finds, by regulation, to be acceptable
  - c. Other documentation evidencing authorization of employment in the United States which the

Attorney General finds, by regulation, to be acceptable.

3. A document which establishes the identify of an individual, such as:

a. Driver's license or similar document issued by a State for the purpose of identification, if it contains a photograph or other identifying information.

b. In the case of individuals under the age of 16 or in a state which does not issue an identification document other than a driver's license, such other documentation of personal identity a the Attorney General deems reliable.

The Personnel Department and the supervisor have joint responsibility for obtaining documented evidence of employability under the Immigration reform and control Act Requirements and ensuring unauthorized aliens are not employed at the University.

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## **REFERENCE**

Immigration Reform and Control Act of 1986, Section of Public Law 99603.  
Supersedes "Immigration Reform and Control Act Requirements" Policy No. 5:01 in the University Wide Policy Manual.