Policy Title: Employment Eligibility Verification (Form I-9)
Policy Number: 4022  Functional Area: Human Resources

Date Submitted: May 10, 2021
Proposed Action: Rescind

Brief Description: This policy establishes procedures to verify the identity and eligibility for employment of all persons hired by the University.

Desired Effective Date: February 2, 2021
Last Official Review: September 1, 2005
Reviewing Office: Human Resources
Responsible Officer: Chief, Human Resources (Carolyn Brownawell)
Policy Contact: Kaylene McCrum

Applies to: CU Anschutz
CU Denver

Reason for Policy: In accordance with the Immigration Reform and Control Act of 1986 (IRCA), employers are required to verify the identity and eligibility for employment of all persons hired on or after November 6, 1986 and to maintain documentation of employment verification. Employment eligibility must be documented using the U.S. Department of Justice, Immigration and Naturalization Service, Employment Eligibility Verification Form I-9

I. REASON FOR PROPOSED ACTION AND SUMMARY OF CHANGES

Form I-9 is required by Federal law. A separate I-9 policy is unnecessary at this time. Therefore, we recommend rescission of this policy.

II. STAKEHOLDER ENGAGEMENT IN THE POLICY REVIEW

List all the offices and personnel who participated in the drafting or coordination of this policy.

AVC Human Resources (Carolyn Brownawell, 5-4-21) (Approval Authority for Rescission)
Director of Human Resources (K. McCrum, 1-12-21)
Special Assistant to the Provost (J. Taylor, TBD)
Policy Coordination Manager (M. Heredia, 1-12-21)
Managing Associate University Counsel (C. Puckett, 5-4-21)

III. LEGAL REVIEW

Is legal review of the proposed changes recommended?

Yes

IV. FISCAL REVIEW

Are there any financial (human resources, technology, operations, training, etc.) or other resource impacts of implementing this policy (e.g., cost savings, start-up costs, additional time for faculty or staff, new systems, or software)? No