

Employment Eligibility (I-9 Form and E-Verify)

Applies to: All employees

Policy Statement:

By federal law, any person employed by the College for work within the United States must complete both the Employment Eligibility Verification Form (I-9) and, if hired after November 1, 2008, be entered into the E-Verify system within the first three days of his or her employment. Additionally, current employees being paid from federal contracts with a stipulation regarding E-Verify will have their employment eligibility verified.

Definitions and Regulations:

The employee must show appropriate documentation for review and verification to a College employee authorized to sign I-9 forms. Our participation in the E-Verify program requires that all forms of identification used as “list B” documents bear a photo.

If an employee uses documentation that expires, the employee will be required to complete a new I-9 form and show updated documentation establishing work eligibility.

The I-9 form must be submitted to the Payroll Office/EIS for processing.

Documentation:

Form I-9 and E-Verify resources are available on the College Employment Authorization website available at:

<http://www.dartmouth.edu/~legal/policies/Employment%20Verification.html>

An updated list of people authorized to sign I-9 forms is available on the website above.