

WEST VIRGINIA STATE UNIVERSITY BOARD OF GOVERNORS

West Virginia State University and the West Virginia State Community & Technical College

BOG Policy #30

Title: Alien Employment Control

Section 1. General

1.1 Scope: Consistent with federal laws, the West Virginia State University Board of Governors prohibits the employment of illegal aliens and will require all applicants for employment at West Virginia State to present proof of the applicant's identity and eligibility for employment.

1.2 Authority: - West Virginia Code §18 B-1-6, Immigration and Reform Control Act of 1986, and Public Law 99-603.

1.3 Effective Date: March 29, 2005

Section 2. Purpose

2.1 The purpose of this policy is to comply with the federal government's laws regarding illegal aliens.

Section 3. Policy

3.1 It is unlawful to employ any person knowing that such person is an illegal alien;

3.2 The identity and eligibility of the person to be employed must be verified.

Section 4. Procedures

4.1 All successful job applicants must fill out and sign a government form I-9, within three working days of the date of employment, providing biographical information and attesting that the individual is a citizen or an alien authorized to work in this country;

4.2 The University shall request, and each successful applicant must provide, verification of that applicant's identity and eligibility for employment;

4.3 The verification records are to be made available for inspection by officers of the U.S. Immigration and Naturalization Service and/or the U.S. Department of Labor.

Section 5. Penalties for Violation

5.1 The falsification of a verification statement or the fraudulent misuse of an immigration document may result in fines, imprisonment or both;

5.2 In addition to the above, employees of West Virginia State who violate the provisions of this rule will be subject to disciplinary action up to and including discharge.