

## NOTICE OF UNIVERSITY POLICY

In compliance with the Immigration Reform and Control Act of 1986, it is the University's policy to hire only those individuals who are authorized to work in the United States. Employment at the University of Hartford is also contingent upon the timely completion of an Employment Eligibility Verification (Form I-9).

All individuals who are offered employment at the University of Hartford will be required to present acceptable original documentation as specified by law which establishes identity and authorization for employment in the United States (as listed on the back of the Form I-9). As required by federal law, Section One of the Form I-9 must be completed on or before a new employee's start date, and original supporting documentation must be provided no later than the third day of employment. Employees will also be required to complete and sign the Form I-9 under oath, attesting that they are authorized to work in the job for which they were hired and that the documents submitted were genuine.

If an employee is authorized to work in the United States for a limited period of time, before the expiration of that period, the employee will be required to submit proof of continued employment authorization in order to remain employed by the University of Hartford.

The University of Hartford will not discriminate based upon natural origin or citizenship.



Lisa Belanger-Buoniconti

2017

Executive Director

Human Resources Development