

MassArt Policy, Procedure and/or Program

This policy is not intended to create any contract or any contract rights between MassArt and its employees, including those employees excluded from this policy, unless a written contract between MassArt and the employee states otherwise. This policy may be changed at any time at the discretion of Human Resources.

HR-18: Federal Immigration Law

Date Issued: 11/7/2005
Revision Date(s):
Sponsor: Human Resources

POLICY STATEMENT

It is the policy of MassArt to employ only those individuals entitled to work in the United States. In compliance with federal law, MassArt does not discriminate on the basis of an individual's national origin, citizenship, or intent to become a U.S. citizen.

PRACTICE

All new employees will be required to provide proof of employment eligibility and identification. Such employees will also be required to complete the employee portion of the Employment Eligibility Form (I-9) in ink. Transfers and rehires are included in this group of employees. All offers of employment will be conditional on providing proof of work eligibility and identification.

PROCEDURES

I-9 forms will be retained at least three years after the date of hire, or one year after an individual's employment is terminated, whichever is longer. Upon request, these forms will be made available to the United States Citizenship and Immigration Services for inspection.

RELATED LAWS/POLICIES/UNION CONTRACTS

Federal Immigration and Nationality Act
I-9, Employment Eligibility Verification

HELP/QUESTIONS

Questions about this policy can be directed to Human Resources at (617)879-7920.