



ST BONAVENTURE
UNIVERSITY

Employment Eligibility	
Administered By: Human Resources	
Approved By:  Dr. Jeff Gingerich, President	
Policy Effective Date: March 6, 2024	
Policy Number: HR-2024-011	New Policy <u>X</u> or Revision of Existing Policy___ Name of Previous Policy:

The University complies with the Immigration Reform and Control Act of 1986, employing only those persons who are legally eligible to work in the United States (U.S. citizens and non-citizens who are authorized to work in the United States). All employees are asked on their first day of employment to provide original documents verifying the right to work in the United States and to sign a verification form required by federal law (INS Form I-9). If an individual cannot verify his/her right to work within three days of hire, St. Bonaventure University must terminate his/her employment.

The University occasionally employs minors for temporary summer work. St. Bonaventure University complies with all Federal and State Laws regarding the employment of minors. Full detail on these laws and restrictions can be obtained from the Human Resources department. An employment certificate (also known as working papers) is required for all employees under 18 years of age and must be provided to the Office of Human Resources by the first day of work. Minors can obtain employment certificates from the school they attend or from the superintendent of schools in that area.

Further information regarding employment eligibility is set forth in the H-1B and Permanent Residency Sponsorship Policies, which are included among the University's Governing Documents.