April 16, 2009

COLLEGE PROVOSTS
DEANS
DEPARTMENT AND PROGRAM CHAIRS
DIRECTORS
UNIVERSITY LIBRARIAN

Dear Colleagues:

Re: Issuance of Revised CAPM 104.000—Verification of Employment Eligibility

I am pleased to issue revised Campus Academic Personnel Policy 104.000—Verification of Employment Eligibility, effective immediately.

CAPM 104.000 outlines the University's responsibilities to verify identity and employment eligibility for academic employees under the Immigration Reform and Control Act of 1986. In 2007, the United States Citizenship and Immigration Service (USCIS) announced changes to the list of acceptable documents which may be presented for verification purposes. The policy has been updated to incorporate these changes which are already in practice. In addition, the policy has been augmented to include the following revised USCIS deadlines and procedural clarifications:

- An extension from 21 to 90 days of the deadline to present actual documents after providing an application receipt;
- Procedures for verifying employment eligibility when such application receipts are presented;
- An extension from 120 to 240 days of the period of employment eligibility for H and J non-immigrants who have filed timely applications for extension of status;
- Clarification of the deadline for verification of a 9-month basis employee paid over 12 months;
- Clarification of the requirement that all employees be presented with the entire form including instructions at the time of hire;
- Guidelines for verification by other institutions and notary publics;
- Procedures for re-verification of employees with temporary work permits and for updating verification of rehired employees;

The name of the policy has been changed from "Immigration Reform and Control Act" to "Verification of Employment Eligibility" to more accurately reflect the broader scope of the revised policy.

The revised policy is available on the Academic Personnel Office website at:
http://apo.ucsc.edu/academic_policies_and_procedures/cappm/104000.htm.

If you have any questions or comments, please contact Grace Little in the Academic Personnel Office, ext. 9-1346, or at grace@ucsc.edu.

Sincerely,

David S. Kliger
Campus Provost and
Executive Vice Chancellor

cc: Chancellor Blumenthal
        ISSS Director Butler
        Faculty Assistant to the EVC Chung
        Vice Provost Galloway
        Vice Provost and Dean Ladusaw
        Vice Chancellor Margon
        Assistant Vice Chancellor McQuitta
        Assistant Vice Chancellor Peterson
        Labor Relations Manager Purcell
        Vice Provost and Dean Sloan
        Payroll Manager Tromblee
        Academic Senate Chair Williams
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        Administrative Records Office
        Divisional Academic Personnel Coordinators
        Department and Program Managers
        Assistants to College Provosts
        Assistants to Directors
        APO Analysts