

	Policy Owner:	Vice President and Chief Human Resources Officer	
	Responsible Office:	Human Resources	
	Origination Date: 10/01/1993	Last Revised: TBD	
	Policy Title:	Employment Eligibility and Conditions	

Policy

The University is obligated under federal and state laws to verify that employees are eligible for employment. Employees are responsible for providing any required employment eligibility documentation in a timely manner following University Human Resources procedures.

Section I: Minimum Age Requirement

University employment is limited to persons at least 18 years of age. An individual 16-18 years of age may be employed in an occupation not prohibited by federal or state law if such employment will not interfere with the continuation of their education. The employment of an individual younger than 18 years of age requires approval by the Chief Human Resources Officer or designee.

Section II: Proof of Employment Eligibility

Employees are required to provide proof of identity and eligibility to work in the United States. This documentation must be provided either prior to commencing work or on the first day of employment. Failure to provide the required documentation may result in termination. Employees may not work for or receive compensation from the University prior to complying with this requirement.

The University is responsible for ensuring that the identity and the employment eligibility of all employees has been properly reviewed and that all employees are, in fact, legally eligible for employment at the University. Hiring departments are responsible for ensuring compliance with all applicable documentation and verification requirements, following University Human Resources procedures.

Section III: Employment of Aliens

All University employees must be either citizens of the United States or persons legally authorized to work in the United States. Notwithstanding any other provision of University Policy to the contrary, an alien employee whose visa has expired or who is otherwise no longer legally permitted to work at the University may be terminated without other cause or notice.

Each employee is responsible for notifying Human Resources if there is a change in the employee's legal status. Failure to properly notify the University of such change may result in termination of employment. Human Resources is responsible for re-verifying an alien's employment eligibility upon expiration of the alien's employment authorization documents.

Section IV: Licensing/Certification Requirements

An employee whose duties require a license or certification must provide verifiable proof prior to hire that such requirements have been met. An employee agrees that any licensing/certification requirements will be maintained for the duration of their employment. Failure to do so may result in termination of employment. An employee must immediately report any lapse in licensure or certification to their supervisor.

Employees whose assignments require a valid driver's license or a commercial driver's license must report immediately to their supervisor/director should their driver's license be invalidated or suspended. Failure to do so may result in termination of employment.

Section V: Loyalty Oath

Arizona law ([A.R.S. 38-231](#)) requires all employees, except aliens or those with a religious conflict, to affirm their allegiance to the United States and the State of Arizona by signing a loyalty oath prior to receiving any compensation from the University.

Related Information*

[ABOR 6-204 Employment of Aliens](#)

[ABOR 6-701 Loyalty Oath](#)

[ARS 34-301](#)

[ARS 38-231](#)

[Immigration Reform and Control Act of 1986](#)

Policy History*

01/01/2000: Policy revised.

12/22/1999: Policy revised.

10/01/1993: Policy adopted.

* Related Information and Policy History are solely for the user's convenience and are not part of the official university policy.