**2.0 General Employment Eligibility**

**2.1   Eligibility for Employment**

(Immigration Reform and Control Act - Public Law 99-603; AHRMS Policy Manual, 120)

Employers are required by federal law to verify that every person hired after November 6, 1986, is authorized to work in the United States, using the Employment Eligibility Verification Form (Form I-9). If you are a new employee, you will be required to present documents that identify you and that verify your eligibility to work in this country and to complete an I-9 form.

Although the federal government may, from time to time, change the list of acceptable I‑9 documents, the following are currently acceptable: Documents that can be used to prove your identity and your employment eligibility are: A United States passport, a certificate of United States citizenship, a certificate of naturalization, an unexpired foreign passport with attached employment authorization, an alien registration receipt card with photograph, an unexpired temporary resident card, an unexpired employment authorization card, an unexpired reentry permit, an unexpired refugee travel document, or an unexpired employment authorization document issued by the Bureau of Citizenship and Immigration Services (BCIS) which contains a photograph.

Substitute documents that can be used to prove your identity only are: A state-issued driver's license or i.d. card with a photograph or information that includes your name, address, sex, date of birth, height, and color of eyes; an i.d. card issued by a federal, state, or local government agency or entity with a photograph or information that includes your name, address, date of birth, sex, height, and eye color; a school i.d. card with a photograph; a voter's registration card; a U.S. military card or draft record; a military dependent's i.d. card; a U.S. Coast Guard Merchant Mariner Card; a Native American tribal document; a driver's license issued by a Canadian government authority; or, if you are under eighteen and unable to present one of the preceding documents: A school record or report card; a clinic, doctor, or hospital record; or a day-care or nursery school record.

Substitute documents that can be used to prove your employment eligibility only are: A social security card issued by the Social Security Administration; a Certificate of Birth Abroad issued by the Department of State; an original or certified copy of a birth certificate issued by a state, county, municipal authority, or outlying possession of the United States bearing an official seal; a Native American tribal document; a U.S. Citizen i.d. card; an i.d. card for use of Resident Citizen in the United States; or an unexpired employment authorization document issued by the BCIS.

Your department can help you complete the I-9 and other forms, including the Acknowledgment of Policies form and the W-4 tax-withholding form that should be completed and signed on or before your first day of employment. These forms should be completed and submitted before you begin work and must be submitted to Human Resources before a paycheck can be released to you. You may download the forms from the Human Resources web site or complete the forms in Human Resources, if that is more convenient. Non-resident aliens must complete their W-4 forms in Human Resources to ensure compliance with Internal Revenue Service regulations.

**2.2 Age Requirements**

(U.S. Fair Labor Standards Act; Age Discrimination in Employment Act; AHRMS Policy Manual, 125, 109)

The minimum age for employment in most positions is sixteen years. However, applicants younger than sixteen with a valid work permit may be employed. Employees who hold hazardous jobs must be eighteen years of age or older. No one under the age of 18 may work more than six days in any week, more than 54 hours in any week, more than ten hours in a 24-hour period or before 6:00 am or after 11:00 pm. There is no maximum age for employment and no mandatory retirement age.

**2.3 Personnel Records**

You have the right to examine and copy the information contained in your own personnel file. Official personnel records for all classified employees are maintained in Human Resources, where you may view your own file at any time during regular business hours. Your department may also maintain personnel records. If so, you have the right to view your own file at any time during regular business hours. Your designated representative may also view your personnel files.

Your personnel records may also be viewed by company officials who have a legitimate need to review them, such as your supervisor, your prospective supervisor if you have applied for a promotion or transfer, persons involved in the investigation or settlement of a formal grievance or complaint filed by an employee, and attorneys and others who are investigating state workers' compensation claims.

Before others are allowed to inspect or copy your files, the following types of information will be removed: social security and income tax information, medical and insurance information, information about retirement annuities, information about family and marital and parental status, unlisted telephone numbers and addresses not intended for publication, and scholastic or academic records. Your evaluation or job performance records, including your performance evaluations, are disclosed only if there has been a final administrative resolution of a suspension or termination proceeding at which the records formed the basis for the suspension or termination, and there is a compelling public interest in their disclosure.

Within twenty-four hours of receiving a request for inspection of your personnel records, the company must determine whether the records are subject to disclosure and notify you of the request and the determination. You may seek an opinion immediately from the Attorney General about whether the records are subject to disclosure.

In the event of a law enforcement or agency investigation in which your personnel records are relevant, they made be made available to company attorneys and others involved in the investigation or litigation. Your records may also be made available in response to a lawfully issued subpoena or court order.

**2.4 Affirmative Action and Equal Employment Opportunity**

The company is committed to a policy of equal opportunity and to a program of affirmative action, in compliance with state and federal laws and executive orders prohibiting discrimination in employment and in the provision of educational programs and activities.

The company's Affirmative Action Plan includes the following policy statement:

It is the policy of the company to provide equal employment opportunity to all qualified persons, to prohibit discrimination against any employee or applicant for employment because of race, color, national origin, age, religion, sex, sexual orientation, marital or parental status, veteran's status, or disability, and to promote the full realization of equal employment opportunity through a positive, continuing program of affirmative action.

This policy will be followed in recruiting, hiring, determination of pay, promotions, company-sponsored training programs, transfers, layoffs, returns from layoff, demotions, terminations, social and recreational programs, use of company facilities, fringe benefits, and treatment as individuals. It is to be implemented throughout the company and is the responsibility of all departments and all personnel, supervisory and non-supervisory. Compliance with this policy shall be monitored by the Office of Affirmative Action.

The company commits itself to a policy of equal employment opportunity and to a program of affirmative action not solely because of legal requirements, but because it believes that such practices are basic to human dignity.

Further information about the company's affirmative action programs and about state and federal laws prohibiting discrimination is available in the Office of Affirmative Action.