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

UNIVERSITY OF CALIFORNIA-(Letterhead for Interdepartmental Use)
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
    Academic Senate Office
    Administrative Records Office
    Divisional Academic Personnel Coordinators
    Department and Program Managers
    Assistants to College Provosts
    Assistants to Directors
    APO Analysts