



EMPLOYMENT ELIGIBILITY AND WORK AUTHORIZATION POLICY

Purpose

This policy ensures that all employees of Bonneville Academy are legally authorized to work in the United States, in compliance with the Immigration Reform and Control Act (IRCA), USCIS regulations, and applicable federal and state laws. It applies to all newly hired employees, regardless of citizenship or national origin.

Policy Provisions

1. All employment offers are contingent upon verification of identity and employment eligibility.
2. New employees must complete Section 1 of the Form I-9 on or before the first day of employment.
3. Bonneville Academy must complete Section 2 of the Form I-9 within three business days of the employee's start date.
4. Employees must provide original, unexpired documents to establish both identity and work authorization.
5. Any employee with time-limited work authorization must present updated documentation before the current authorization expires.
6. Employment will be terminated if proper documentation is not provided within the required timeframe.
7. All Form I-9 records will be maintained securely and separately from personnel files, in compliance with USCIS and federal retention rules.
8. Bonneville Academy reserves the right to participate in the E-Verify program as needed to confirm eligibility.

Legal References

- Immigration Reform and Control Act (IRCA), 8 U.S.C. § 1324a
- USCIS Regulation 8 CFR §274a.2 (I-9 Employment Verification)
- Utah Labor Standards

