Date: February 23, 2015

To: All Hiring Managers
From: The Office of Human Resources

As a research university, Florida Institute of Technology receives federal grant money and is considered a federal contractor. Because of this, we are required to follow E-Verify guidelines and ensure each person on our payroll is authorized to work in the United States. E-Verify is an Internet-based system designated by the Department of Homeland Security (DHS) to confirm employment eligibility.

E-Verify Requirements

Employers MUST:

- Complete Form I-9 for each newly hired employee BEFORE THEY START WORK.
- Create a case within the E-Verify System for the new employee based on the documents collected with Form I-9 NO LATER THAN THE THIRD BUSINESS DAY after he or she starts work.
- Obtain a Social Security number (SSN) from each newly hired employee on Form I-9.
- Ensure that Form I-9 'list B' identity documents have a photo (Section 2.1).
- If an employee is found to be "ineligible" to work within the United States their work assignment must terminate immediately. They will not be allowed to work on campus until proper documents can be provided.
- Ensure that all personally identifiable information is safeguarded.

Consequences for Non-Compliance

Florida Tech is consistently monitored and our E-Verify cases are flagged each time an employee is entered late. Failure to remain compliant can result in the loss of our federal contracts or grant money plus debarment from future government contracts. In addition, the following civil and criminal penalties for Form I-9 violations may apply.

<table>
<thead>
<tr>
<th>Civil Violations</th>
<th>First Offense</th>
<th>Second Offense</th>
<th>Third Offense</th>
</tr>
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<tbody>
<tr>
<td>Hiring or continuing to employ a person knowing that the person is not authorized to work in the U.S.</td>
<td>$375 for each worker</td>
<td>$3,200 for each worker</td>
<td>$4,300 for each worker</td>
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<tr>
<td>Failing to comply with Form I-9 requirements.</td>
<td>$110 for each form</td>
<td>$1,100 for each form</td>
<td>$110 for each form</td>
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</tbody>
</table>

These rules reinforce Federal government policy that the Federal government does business only with organizations that have a legal workforce. For more information about this requirement, please visit www.uscis.gov or www.uscis.gov/e-verify. Additional questions can be directed to the Office of Human Resources at 321-674-8100 or hr@fit.edu.


High Tech with a Human Touch™

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