

## NEW CONTRACT TEACHER HIRE POLICY

1. All employees, citizens and noncitizens, hired after November 6, 1986, must complete Section 1 of the *Employment Eligibility Verification Form (I-9)* at the time of hire, which is the actual beginning of employment. The employer is responsible for ensuring that Section 1 is timely and properly completed.
2. For the purpose of completing this form, the term “employer” includes those recruiters, faculty, and Human Resources staff. **Employers must complete Section 2 by examining evidence of identity and employment eligibility within three (3) business days of the date employment begins.** If employees are authorized to work, but are unable to present the required document(s) within three business days, they must present a receipt for the application of the documents(s) within ninety (90) days. However if employers hire individuals for a duration of less than three business days, Section 2 must be completed at the time employment begins. **Employers must record:** 1) document title; 2) issuing authority; 3) document number, 4) expiration date, if any; and 5) the date employment begins. Employers must sign and date the certification. Employees must present original documents. Pacific Union College requires photocopies of the document(s) presented.
3. **Form W-4** must be completed and provided with contracts so Pacific Union College can withhold the correct federal income tax from pay. Because the tax situation may change, employees may wish to refigure withholding each year. This form is required to carry out the Internal Revenue laws of the United States. The Internal Revenue Code requires this information under sections 3402(f)(2)(A) and 6109 and their regulations. Failure to provide a properly completed form will result in treatment as a single person who claims no withholding allowances; providing fraudulent information may also subject employees to penalties. **Payroll will not process contracts for payment without a properly completed W-4.**
4. **Contract teachers are not to begin their duties until they have signed their contract, completed Section 1 of an I-9 form and presented proper documents and copies of same, and complete a W-4 form.** Each of these documents must first be presented to the Academic Dean and in turn will be forwarded to Human Resources and Payroll for processing. Documents received after Thursday of payroll period ending weeks will be processed the following payroll.