

CITY OF DENTON

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: HUMAN RESOURCES	REFERENCE NUMBER: 102.02
SUBJECT: EMPLOYEE APPOINTMENT	INITIAL EFFECTIVE DATE: 10/30/84
TITLE: CITIZENSHIP AND SOCIAL SECURITY NUMBER	LAST REVISION DATE: 12/21/2005

POLICY STATEMENT:

I. SOCIAL SECURITY NUMBER

As a condition of employment, each employee of the City of Denton must have a valid social security number.

II. CITIZENSHIP REQUIREMENTS

Each employee of the City of Denton shall be either a citizen of the United States or a legally-documented alien with an approved work visa or permit.

PROCEDURE:

- A. Applicants who have received a conditional offer for employment with the City of Denton will be required by the Human Resources Department to provide proof of identity and eligibility to work in the United States of America. The City of Denton will only accept documentation that is approved by the U.S. Citizenship and Immigration Services, a division of the Department of Homeland Security, for use in completing an Employment Eligibility Verification Form I-9 (the "I-9").
- B. Employees who cannot demonstrate eligibility to work in the United States are not eligible to continue employment with the City of Denton.
- C. If an individual begins work with the City of Denton before completing an I-9, that individual will not be permitted to continue working if the I-9 has not been successfully completed within three (3) days of the individual's start of work. If the individual is unable to successfully complete an I-9, the individual's employment relationship with the City of Denton will be terminated and he/she will be paid for his/her time worked.
- D. Employees who lose their status as eligible to work in the United States will be terminated.