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Effective Date: **June 1, 2015**

**POLICY**

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**EMPLOYMENT**

# **Employee Handbook – Section 103 Employment of Foreign Nationals, Minors, Relatives, Students, and Volunteers**

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RESPONSIBLE OFFICE

**Human Resources**

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## **103 Employment of Foreign Nationals, Minors, Relatives, Students, and Volunteers**

### **103.1 Employment of Foreign Nationals**

Boston University's employment of foreign nationals is restricted to those who are authorized under law to accept employment in the United States.

As part of the employment process at Boston University, all employees including foreign nationals are required to complete the federal United States Citizen and Immigration Service Form I-9 (Employment Eligibility Verification Form). This form should be completed at the International Students and Scholars Office, no later than the end of the third day of employment.

### **103.2 Employment of Minors**

No person under the age of fourteen (14) may be employed by Boston University.

Minors between fourteen (14) and sixteen (16) years of age must submit an employment permit issued by a local school authority to Human Resources at the time they apply for employment at the University.

Human Resources is responsible for ensuring compliance with federal and state laws concerning hours and conditions of employment for individuals between fourteen (14) and eighteen (18) years of age. Departments employing such individuals must consult with Human Resources when considering changes in hours of work and conditions of employment for such individuals.

### **103.3 Employment of Relatives**

Boston University employees may refer friends and relatives to Human Resources for possible employment by the University. Such referrals are processed in accordance with the regular procedures used for all applicants. The employment of relatives who are qualified for employment at Boston University is subject to the following policy provisions.

Close relatives and members of the same household cannot be employed in positions where one has supervisory responsibility for the other or makes employment decisions pertaining to the other. Close relatives are defined as the employee's spouse, parents, parents-in-law, grandparents, brothers, sisters, brothers- or sisters-in-law, sons- or daughters-in law, uncles, aunts, nieces, nephews, children, or grandchildren.

In situations where two employees become close relatives by marriage and one has supervisory responsibility for the other or makes employment decisions pertaining to the other, one of the individuals will be required to effect a transfer or termination within ninety (90) days

of the marriage.

Requests for exceptions to this policy must be approved by the Provost or the appropriate Vice President and submitted with written justification to the Chief Human Resources Officer of Human Resources before an offer of employment is extended.

An offer of full-time employment to a member of the immediate family of a trustee or officer or other selected employee or other representative is subject to prior review and approval by the President of the University.

### **103.4 Employment of Boston University Students**

Boston University students who are enrolled as full-time students cannot be employed by the University in a regular, full-time position.

Boston University students who seek employment at the University must do so through the Student Employment Office.

### **103.5 Use of Volunteers**

Boston University welcomes the assistance of volunteers who wish to help the University conduct its academic research, cultural, and athletic activities. However, use of volunteers must occur within the requirements imposed by the federal and state laws regulating employment and immigration and must be consistent with the University's risk management objectives.

A volunteer is an individual who willingly performs unpaid service for the University for civic, charitable or humanitarian reasons or to gain practical work experience. Volunteers must perform such services without promise, expectation or receipt of compensation, including future employment, deferred payment, or any other tangible benefit. Such services must be offered freely and without pressure or coercion, direct or implied from the University. Employees may not volunteer in units that employ them or in capacities that are substantially similar to their work roles. Volunteers may not be used to substitute for tasks normally performed by Boston University employees or in a way that would displace University employees. Volunteers may not be used to circumvent the University's hiring processes or requirements that govern to work authorization for foreign nationals. All volunteers must be

supervised at all times to protect the University's interest and ensure a successful experience.

Any department wishing to utilize a volunteer must submit a Volunteer Request Form to Human Resources for approval. This form lists the specific tasks to be performed, all training requirements, and states the institutional representative responsible for supervising the volunteer. Human Resources will determine whether it is permissible to hire a volunteer for the particular task in question and whether the volunteer will be subject to a background check prior to volunteering. If the volunteer is a foreign national, Human Resources, with the assistance of the International Students and Scholars Office, will determine whether volunteering is consistent with the volunteer's immigration status.

After approval, the form must be countersigned by the volunteer and maintained in the department.

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THIS POLICY STATEMENT IS PART OF THE [EMPLOYEE HANDBOOK](#), AND SHOULD BE READ IN CONJUNCTION WITH ALL OF THE POLICIES THAT COMPRISE THE HANDBOOK. THE PROVISIONS OF THE EMPLOYEE HANDBOOK DO NOT CONSTITUTE AN EMPLOYMENT CONTRACT AND DO NOT ALTER THE AT-WILL STATUS OF AN EMPLOYEE.

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END OF POLICY TEXT

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## Additional Resources Regarding This Policy

### Related Policies and Procedures

- [Employee Handbook Policies Manual](#) (staff)

- [101 Equal Opportunity/Affirmative Action Policy](#)
- [102 Recruitment, Interviewing and Hiring](#)
- [Faculty Handbook](#) (faculty)

## Related BU Websites

- [Human Resources](#)
  - [HR Policies](#)
  - [Manager Resources](#) - HR Website
    - [Hire a Worker for a non-US location](#)
    - [Hiring and Recruiting](#)
    - [Temporary Personnel and Contractors](#)
    - [Volunteers](#)

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