

Policy on Authorization to Work in Canada (CAN)

HUMAN RESOURCES

Effective Date:
September 1, 2016

Date Revised: April 7,
2022,

Supersedes: N/A

Related Policies: N/A

Responsible
Office/Department:
Human Resources
Management

Keywords: employment
eligibility; immigration;
authorization to work

I. Purpose and Scope

This policy is to provide guidance on complying with Canada immigration legislation, regulations and conditions, which requires employers to verify that individuals hired for employment in Canada are legally authorized to work in Canada. This policy applies to all employees hired to work in Canada, including faculty, staff and student employees.

II. Definitions

N/A

III. Policy

Prior to the first day of employment, and in any event no later than three (3) days after employment begins, an employee is required to provide the university with their social insurance number and present a government-issued photo identification. Employees who are neither Canadian citizens nor permanent residents must also provide the university with a valid work permit. It is the responsibility of the employee to ensure they maintain legal authorization to work in Canada and that they are able to provide proof of such authorization upon request.

IV. Additional Information

N/A

V. Contact Information

Human Resources (HR) Customer Service Center: 617-373-2230; HRST@northeastern.edu