

October 19, 2009

PLEASE POST**DEANS, DIRECTORS, DEPARTMENT CHAIRS, AND ADMINISTRATIVE OFFICERS**Re: **PPSM 21 Technical Revisions related to E-Verify Requirements**

The Office of President has released a technical revision to Staff Personnel Policy for Staff Members PPSM 21-Appointments. The policy revision provides consistency between University policy for staff members and Executive Order 13465, which requires that federal contractors use E-Verify, an Internet-based system operated by the Department of Homeland Security in partnership with the Social Security Administration. E-Verify is used to verify the work status of certain new and current employees who work directly on a federal government contract.

As a federal contractor, the University of California, along with other higher-education institutions, is now required to utilize E-Verify when awarded a federal contract or subcontract that requires participating in E-Verify as a term of the contract. At the University, this process is applicable only to those employees and new hires assigned to and doing work under a qualifying federal contract/subcontract.

The changes to Section F of PPSM 21 are technical in nature and were made solely to bring the policy into compliance with legal requirements.

The revised policy is effective immediately and supersedes PPSM 21 as issued on January 29, 2007. The policy is available on the At Your Service website at:

http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/personnel_policies/spp21.html.

For questions related to campus employees, please contact Director Elaine Peters at epeters@chr.ucla.edu, and for Health System employees, please contact Director Robin Ludewig at rludewig@mednet.ucla.edu.

Sincerely,



Lubbe Levin
Associate Vice Chancellor
Campus Human Resources



Mark A. Speare
Senior Associate Director
Patient Affairs, Human Resources and
Marketing

cc: Director Robin Ludewig
Director Elaine Peters
Director Lynne Thompson
Manager Lazetta Smith