# Office of Human Resources

Dear New Employee,

Welcome to Southern University at New Orleans (SUNO)! We are delighted you have accepted the offer to join the SUNO campus community and I believe that you will make a substantial contribution to SUNO's mission, vision, and core values. At SUNO, we believe that our core values should be so ingrained in our campus culture that they guide every decision that we make. Thus, these values become the heart and soul of the university.

## Core Values

- **RESPECT** – We believe and will continue to ensure that all individuals across our campus are respectful of each other in their daily interactions and activities and under all circumstances, and we seek to affirm and reinforce that mutual respect is received.
- **ACADEMIC EXCELLENCE** – We will ensure that our students are prepared to be effective and productive citizens in the 21st century by offering a challenging and well-rounded curriculum and ensuring learning outcomes.
- **ACCOUNTABILITY** – We acknowledge and assume responsibility for our actions and decisions and expect the same from our internal and external stakeholders.
- **INTEGRITY** – We will exhibit integrity through consistency in our values, methods, principles, expectations and outcomes.
- **TRANSPARENCY** – As part of our responsibility to our stakeholders, we will ensure that our business and educational practices are open and available for review.
- **SERVICE** – We will continue to provide aid to the local community through service-learning, community service, and faculty engagement to make a positive impact within New Orleans and the state of Louisiana.
- **INCLUSION AND DIVERSITY** – We will continue to foster inclusions that lead to the diversity of the University community and stakeholders.

Subsequently, we are confident that you have made the right decision to come to SUNO. At SUNO, you will have an opportunity to facilitate change and become an agent that embellishes all good contributions makes to its community through its commitment to higher education.

In any event, or the first few months in your new position, you will be assigned an orientation buddy who will help you get acclimated to your new position, your department and SUNO. You will also meet with your supervisor throughout your orientation period to ensure you are settling in to your new role and to discuss job expectations and goals.

In addition, to help you gain a better understanding of SUNO and the benefits available to you, you will be required to register for SUNO's orientation event. These events are held on a quarterly basis and the date, time and location of this event will be provided to you on your first day of work.

Lastly, included in this packet you will find required employment forms and other useful information. Please begin reviewing this information and complete your pre-hire employment forms in advance of your first. On your first day of employment, your first stop will be with the Office of Human Resources where you will complete your I-9 form. While we have included this form in your packet, we ask that you not sign and date it until you have presented your identification to a member of the Human Resource team.

For identification purposes, please consult with the below chart:

**LISTS OF ACCEPTABLE DOCUMENTS**
**All documents must be UNEXPIRED**

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

| LIST A<br>Documents that Establish Both Identity and Employment Authorization | OR | LIST B<br>Documents that Establish Identity | AND | LIST C<br>Documents that Establish Employment Authorization |
|---|---|---|---|---|
| **1.** U.S. Passport or U.S. Passport Card | | **1.** Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address | | **1.** A Social Security Account Number card, unless the card includes one of the following restrictions:<br>(1) NOT VALID FOR EMPLOYMENT<br>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION<br>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION |
| **2.** Permanent Resident Card or Alien Registration Receipt Card (Form I-551) | | **2.** ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address | | **2.** Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) |
| **3.** Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa | | **3.** School ID card with a photograph | | **3.** Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal |
| **4.** Employment Authorization Document that contains a photograph (Form I-766) | | **4.** Voter's registration card | | **4.** Native American tribal document |
| **5.** For a nonimmigrant alien authorized to work for a specific employer because of his or her status:<br>**a.** Foreign passport; and<br>**b.** Form I-94 or Form I-94A that has the following:<br>(1) The same name as the passport; and<br>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. | | **5.** U.S. Military card or draft record | | **5.** U.S. Citizen ID Card (Form I-197) |
| | | **6.** Military dependent's ID card | | **6.** Identification Card for Use of Resident Citizen in the United States (Form I-179) |
| | | **7.** U.S. Coast Guard Merchant Mariner Card | | **7.** Employment authorization document issued by the Department of Homeland Security |
| | | **8.** Native American tribal document | | |
| | | **9.** Driver's license issued by a Canadian government authority | | |
| | | **For persons under age 18 who are unable to present a document listed above:** | | |
| **6.** Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI | | **10.** School record or report card | | |
| | | **11.** Clinic, doctor, or hospital record | | |
| | | **12.** Day-care or nursery school record | | |

Also included in this packet is information related to our comprehensive benefits program. As a new employee, you are eligible to participate in wide-range of benefit

programs. I strongly encourage you to review the Human Resource (Human Resources | Southern University at New Orleans (suno.edu)) and click on Employee Benefits & Wellness to learn about our programs. Feel free to schedule a one-on-one consultation to review your benefit options in a more personalized way.

Again, welcome to our team! If you have questions or need additional information, please do not hesitate to contact me. We look forward to seeing soon.

Best regards,

**Bernette Taylor, MHED**
Director, Human Resources