



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE
6/1/98**

**REVISION
1**

**PAGE
D2-150.0**

SUBJECT

APPOINTMENTS

SUB-TOPIC

APPOINTMENT OF ALIENS

Where sponsored contracts and grants do not prohibit or limit the employment of an alien, that non-citizen can be employed upon certification by the Director of Human Resources that:

1. The alien's visa is in order, and
2. The alien has approval of U.S. Immigration authorities to accept such employment.

If it is desired to employ an alien, an administrative officer should follow the normal appointment procedure for Classified Service. The alien must meet the minimum qualifications for the position he/she is to be appointed.