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|------------------|-------------------------------------|-------------------------------|-------------------------------------|
| Policy Change    | <input type="checkbox"/>            | Constituency Group Review     | <input checked="" type="checkbox"/> |
| Procedure Change | <input type="checkbox"/>            | District Council              | <input type="checkbox"/>            |
| New Policy       | <input checked="" type="checkbox"/> | Board 1 <sup>st</sup> Reading | <input type="checkbox"/>            |
| New Procedure    | <input checked="" type="checkbox"/> | Board 2 <sup>nd</sup> Reading | <input type="checkbox"/>            |
| <u>Comments:</u> |                                     | <u>Referred to:</u>           |                                     |
| Legally Required |                                     |                               |                                     |

KEY:  
**BOLD=** new language  
~~strikethrough=~~ delete language

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Yosemite Community College District Policies and Administrative Procedures

No. 7125

**Policy**

**7125 Verification of Eligibility for Employment**

**The District shall verify all new employees' eligibility for employment prior to start of work.**

**Reference:**  
**8 U.S. Code Section 1324a**

**Adopted:**

## Administrative Procedure

### 7125 Verification of Eligibility for Employment

Reliable documentation of eligibility is required for employment from all new employees. “Reliable documentation” as set out in federal law includes one or more of the following:

- A United States passport or a resident alien card or alien registration card containing a photograph of the prospective employee, that indicates the person is authorized to work in the United States

OR

- A social security card or other documentation issued by the United States government showing authorization to work in the United States AND a driver’s license or similar identification document containing a photograph of the prospective employee.

The District will not hire or recruit a person for employment if it knows that the person is not a citizen of the United States and is not authorized to be employed in the United States.

The District will complete for each new employee the verification form or forms required by the United States government.

The District will protect the privacy of the information it collects pursuant to this procedure.

#### References:

8 U.S. Code Section 1324a

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Procedure Last Revised: