

Policy Change
Procedure Change
New Policy
New Procedure

Subject Matter Area Review
Constituency Group Review
District Council
Board 1st Reading
Board 2nd Reading

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

Comments:
CCLC Spring 2017 Update

Referred to:

Edited:
1/17/18



Policy

7125 Verification of Eligibility for Employment

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

References:

[8 U.S. Code Section 1324a](#)

Adopted: April 9, 2014

Last Reviewed:

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Administrative Procedure

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7125 Verification of Eligibility for Employment

The District will only hire or recruit United States citizens or people legally authorized to be employed in the United States.

Reliable documentation of eligibility is required for employment from all **persons hired 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 who 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 retain such forms for at least three years for persons it does not hire. For persons it does hire, the District will retain such forms for at least three years or until one year after the persons leaves the District’s employment, whichever is later.**

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

References:

[8 U.S. Code Section 1324a](#)

Procedure Last Revised: April 9, 2014

Last Reviewed: