



ADMINISTRATIVE PROCEDURE

TITLE: Verification of Eligibility for Employment

ADMINISTRATIVE PROCEDURE # 7125

RELATED TO POLICY #

1. The College will not hire or recruit a person for employment if it is known that the person is not authorized to be employed in the United States.
2. Appropriate documentation of eligibility is required for employment from all persons hired, and is defined by federal law to include one or more of the following:
 - a. 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**
 - b. 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.
3. The College will complete for each new employee the verification form or forms required by the United States government. The College will retain such forms for at least three years for persons it does not hire. For persons it does hire, the College will retain such forms for at least three years or until one year after the persons leaves the College employment, whichever is later.
4. The College will protect the privacy of the information it collects pursuant to this procedure.

REFERENCES: 8 U.S. Code Section 1324a

RESPONSIBILITY:

The Director of Human Resources is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION: 1/25/2021 by CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW: