

Section: EMPLOYMENT
Subject: Immigration Reform and Control Act Compliance
Number: HR 3140

I. Institutional Regulations

Supervisors shall verify the identity and employment eligibility of all new Regular, Adjunct, Temporary and Student employees, as required by the Immigration Reform and Control Act of 1986, to ensure that employees are American citizens or aliens who are legally authorized to work in the United States. The verification process shall be completed in compliance with federal regulations.

II. Procedure

- A. An I-9 form shall be completed for each new employee. The supervisor, timekeeper, or designee shall:
1. Have the employee properly complete Part 1 of the I-9 form and present original employment authorization documents preferably on his/her first day of work, but no later than close of business on his/her third day of work;
 2. Examine and copy the original document(s) presented by the employee as proof of identity and employment eligibility;
 3. Complete Part 2 of the I-9 form and sign the form certifying that the document(s) presented appear to be genuine no later than close of business on the employee's third day of employment services;
 4. Submit the completed I-9 form and copies of the documents proving identity to Human Resources.
- B. Human Resources shall reverify employment eligibility if the documentation presented by the employee carries an expiration date.
- C. An employee's I-9 shall be retained in Human Resources for three years after the date of hire or one year after the date of termination, whichever is later.
- D. Verification shall not be required for independent contractors or persons employed by a contractor providing contract services to the College.

APPROVED:



Executive Director, Human Resources

Date: October 1, 2002
Revised: November 1, 2007
November 1, 2009