

Section: EMPLOYMENT
Subject: Employment Eligibility Verification
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 law, to ensure that employees 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 Section 1 of the I-9 form on or before his/her first day of work and present identification and employment authorization documents within three business days of the date employment begins;;
 2. The I-9 form may not be completed until an applicant has been approved for hire and has accepted the offer of employment;
 3. Examine and copy the original document(s) presented by the employee as proof of identity and employment authorization;
 4. Complete Section 2 of the I-9 form and sign the form certifying that the document(s) presented appear to be genuine within three business days of the date employment begins;
 5. Submit the completed I-9 form and copies of the document(s) proving identity and employment authorization to Human Resources.
- B. Departments shall reverify employment eligibility if the employment authorization documentation presented by the employee carries an expiration date and requires reauthorization. Human Resources will notify departments of the need to reverify employment eligibility.
- C. An employee's I-9 shall be retained by 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
November 1, 2011
October 1, 2014
March 20, 2018