

**VERIFICATION OF ELIGIBILITY FOR EMPLOYMENT**

<b>AP No. 7125</b>
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Board Reviewed: 10/18/2012; 12/08/2021

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***This procedure is legally required.***

## I. Introduction

In accordance with the Immigration Reform and Control Act of 1986, the Rio Hondo Community College District will only hire or recruit United States citizens or people legally authorized to be employed in the United States.

## II. Reliable documentation

A. Reliable documentation of eligibility is required for employment from all persons hired. "Reliable documentation" as set out in federal law includes one or more of the following original documents:

1. A United States passport or a permanent resident card containing a photograph of the prospective employee, that indicates the person is authorized to work in the United States
2. A social security card or other documentation issued by the United States government showing authorization to work in the United States AND a valid driver's license or similar identification document containing a photograph of the prospective employee

B. The Office of Human Resources will examine documents to determine their authenticity and correlations to the person who presents them. The Office of Human Resources will not accept documents which appear to be forged, fraudulent, or subject to tampering.

## III. Completion, retention, and maintenance of forms

A. For each new employee, the District will complete 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 that are hired, the District will retain such forms for at least three years or until one year after the person leaves the District's employment, whichever is later.

B. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9. The employee must affirm that they have the right to work in United States.

C. Current employees whose employment authorizations have an expiration date must present documents to re-verify employment authorization prior to the expiration date.

D. A former employee who is rehired must also complete the form if they have not completed an I-9 Form with the District within the past three years, if the employee's previous I-9 is no longer valid, or if the employee's previous I-9 is no longer on file with the Office of Human Resources.

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IV. Expectation of privacy

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

V. Sources/references

8 U.S.C Section 1324a