

**CHAPTER 7: HUMAN RESOURCES
ADMINISTRATIVE PROCEDURE NO.: 7125**

COLLEGE OF THE SISKIYOU

Procedure Manual

Title: Verification of Eligibility for Employment

Adoption Date: April 9, 2013

Review Date:

Revision Date: December 4, 2019

Responsible Area: Vice President, Human Resources

Responsible Office: Presidents Office

Policy Reference: 8 U.S. Code Section 1324a

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.

“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 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.