

EMPLOYMENT ELIGIBILITY VERIFICATION

The District must verify the employment eligibility of all new hires to ensure that they are either U.S. citizens or aliens authorized to work in the United States in compliance with immigration and naturalization regulations.

1. Each new hire must complete an Employment Eligibility Verification (I-9 Form), Section 1. The employee must produce acceptable documents for review and verification that establish identity and employment eligibility or a receipt for an application to secure the documents from the Immigration and Naturalization Service (INS). A list of acceptable documents is available from Human Resources.
2. A Human Resources employee examines the documents to be able to attest that they appear genuine and relate to the individual who presented them. The Human Resources employee will complete Section 2, make copies of the documents and return the originals to the employee.
3. A copy of the I-9 Form and copy of the work authorization documents are placed into the employee's personnel file.
4. Human Resources will monitor those employees who will need to renew their INS Employment Authorizations and notify the employee and supervisor accordingly. To update an I-9 Form, the employee must complete a new I-9 Form and Human Resources must again attest that the documents appear genuine and relate to the individual who presented them. Human Resources will make a copy of the new documents and place them in the employee's personnel file.
5. Upon request for inspection by an officer from INS or the Labor Department, Human Resources may be required to present the employment verification information.

Immigration Reform and Control Act of 1986