

HARTNELL COMMUNITY COLLEGE DISTRICT

AP 7125 Verification of Eligibility for Employment

Reference: 8 U.S. Code Section 1324a

The District will hire or recruit only 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 photography 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 leave the District's employment, whichever is later.

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

Approved by the Superintendent/President: _____

Note: This procedure is **legally required**. Language provided by CCLC reflects federal requirements (as of 4/17/), and matches our local practice.

**HARTNELL COMMUNITY COLLEGE DISTRICT
BOARD POLICY AND PROCEDURE
ROUTING/TRACKING FORM**

Review and consideration to approve by the various governance groups is requested Yes No Courtesy Review

Policy/Procedure # _____ Policy/Procedure Name _____

New Revised Replaces existing policy/procedure: _____

New policy/procedure or revisions initiated/proposed by: _____

Reason for new policy/procedure or revisions: _____

Reviewing Group	Date Out	Forward by
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Routed to

Academic Senate President _____

HCFA President _____

CSEA President _____

L-39 Chief Steward _____

Hartnell College Faculty Association

Date of Action: _____

Recommend approval Recommend approval with changes Do not recommend approval

Comments:

Academic Senate

Date of Action: _____

Recommend approval Recommend approval with changes Do not recommend approval

Comments:

CSEA

Date of Action: _____

Recommend approval Recommend approval with changes Do not recommend approval

Comments:

L-39

Date of Action: _____

Recommend approval Recommend approval with changes Do not recommend approval

Comments:

_____ **Council** Date of Action: _____

Recommend approval Recommend approval with changes Do not recommend approval

Comments:

_____ **Council** Date of Action: _____

Recommend approval Recommend approval with changes Do not recommend approval

Comments:

_____ **Council** Date of Action: _____

Recommend approval Recommend approval with changes Do not recommend approval

Comments:

**Superintendent/President
Executive Cabinet** Date of Action: _____

Recommend approval Recommend approval with changes Do not recommend approval

Comments:

First Reading Second Reading

Board of Trustees _____

Approved Approved with changes Not approved

Comments:

ANTICIPATED TIMELINE
Board of Trustees first reading to occur on _____
Board of Trustees consideration to occur on _____

Additional Comments: