

VERIFICATION OF ELIGIBILITY FOR EMPLOYMENT

All employees or prospective employees of the Redwoods Community College District shall possess, and shall present to the district upon request, the proper documentation that permits employment in the United States as provided by federal law.

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.

Reference: 8 U.S.C Section 1324a

Approved: 6/3/08