

### Administration Regulation

#### Employees, Legal Status Requirements

Employees being hired by the district for any kind of work shall be asked within three (3) days of employment to provide documents which certify their identity and work eligibility. The documents provided shall meet the requirements of federal laws and guidelines.

Employees unable to provide satisfactory documentation shall furnish a receipt, within three (3) days, indicating that the needed documents have been requested and the needed documents themselves must be provided within twenty-one (21) days.

The Office of Personnel Services shall examine the provided documentation for validity and make copies. All copies of provided documentation shall be kept confidential.

Employees and the Office of Personnel Services shall complete the Immigration and Naturalization Service Form I-9 within three (3) days of hire and this form shall be kept on file for three (3) years from the hiring date. I-9 forms shall be available for inspection upon request by officers of the Immigration and Naturalization Service or the Department of Labor according to federal laws and guidelines.

Ref: Title 8, U.S. Government Code Section 1324A

Approved: November 3, 1987

Reviewed: July 1, 2000