



COMPTON COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE REGULATIONS

AR 7125 Verification of Eligibility for Employment

ISSUED: October 20, 2009
REVISED:

I. **Statutory Requirement:** The District will not hire or recruit a person for employment if it knows that the person is not a citizen of the United States and is not authorized to be employed in the United States (8 U.S.C Section 1324a)

II. **Reliable documentation** of eligibility is required for employment from all persons hired. Acceptable documents as set out in federal law form 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 detailed on the I-9 form issued by the United States government showing authorization to work in the United States AND a driver's license or other identification documents detailed on the I-9 form containing a photograph of the prospective employee.

III. **District Procedural Requirements**

- A. Each new employee shall complete and the District shall verify form I-9 required by the United States government.
- B. The District will retain such forms and copies of the documentation of eligibility for at least three years for persons it does not hire as Class 2 Optional Records. For persons it does hire, the District will retain such forms and copies indefinitely as Class 1 Permanent Records.
- C. The District will protect the privacy of the information it collects pursuant to this regulation.