



**COMPTON COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE REGULATIONS**

AR 7125 Verification of Eligibility for Employment

**Issued: October 20, 2009
Revised: November 19, 2019**

- 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. “Reliable documentation” 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. The District will complete for each new employee the verification form or forms required by the United States government.

 - B. 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.

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