



ADMINISTRATIVE **PROCEDURE**

7125

DESERT COMMUNITY COLLEGE DISTRICT

VERIFICATION OF ELIGIBILITY **FOR EMPLOYMENT**

The District will only hire or recruit United States citizens or people legally authorized to be employed in the United States.

All offers of employment are contingent upon the applicant's ability to provide satisfactory documentary proof of identity and eligibility to work in the United States as required by 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 person 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

Administrator: VP, Human Resources

Executive Cabinet Review: Approval: August 31, 2010

Executive Cabinet Review: September 8, 2020

College Planning Council Review/Approval 1st Reading: September 11, 2020

College Planning Council Review/Approval 2nd Reading: October 23, 2020

Board Meeting/Information Item: November 13, 2020

Next Review: November 2025