

VERIFICATION OF EMPLOYMENT ELIGIBILITY

In order to comply with federal law, the following verification of employment eligibility procedures will apply:

Completion of Form I-9

The Superintendent or his/her designee will require persons employed to complete Form I-9 within three business days of the date of employment. If an individual is employed for less than three days, the form must be completed before the end of the employee's first working day.

The following individuals do not need to complete Form I-9:

1. persons hired before November 7, 1986;
2. persons hired after November 6, 1986, who left your employment before June 1, 1987;
3. persons who provide labor to the District and who are employed by a contractor providing contract services and
4. persons who are independent contractors.

The Superintendent or his/her designee is also responsible for reverifying employment eligibility of employees whose employment eligibility documents carry an expiration date.

Acceptable Documents for Verifying Employment Eligibility

All employees hired after November 6, 1986 will need to provide a document or documents which establish identity and employment eligibility. The following lists identify acceptable documents:

LIST A

Documents Which Establish Identity and Employment Eligibility

1. United States passport
2. Certificate of United States Citizenship (INS Form N-560 or N-561)
3. Certificate of Naturalization (INS Form N-550 or N-570)
4. Unexpired foreign passport which:

- A. contains an unexpired stamp which reads "Processed for I-551. Temporary Evidence of Lawful Admission for permanent residence. Valid until __. Employment authorized" or
 - B. has attached thereto Form I-94 bearing the same name as the passport and contains an employment authorization stamp, provided that the period of endorsement has not expired and the proposed employment is not in conflict with any restrictions or limitations identified on Form I-94.
- 5. Alien Registration Receipt Card (INS Form I-151) or Resident Alien Card (INS Form I-551), provided that it contains a photograph of the bearer
 - 6. Temporary Resident Card (INS Form I-688A)
 - 7. Employment Authorization Card (INS Form I-688A)

LIST B

Documents Which Establish Identity

- 1. For individuals 16 years of age or older:
 - A. State-issued driver's license or state-issued identification card containing a photograph. If the driver's license or identification card does not contain a photograph, identifying information should be included, such as name, date of birth, sex, height, color of eyes and address.
 - B. School identification card with a photograph
 - C. Voter's registration card
 - D. United States military card or draft record
 - E. Identification card issued by federal, state or local government agencies
 - F. Military dependent's identification card
 - G. Native American tribal documents
 - H. United States Coast Guard Merchant Mariner card
 - I. Driver's license issued by a Canadian government authority

2. For individuals under age 16 who are unable to produce one of the documents listed above:
 - A. School record or report card
 - B. Clinic doctor or hospital record
 - C. Day-care or nursery school record

LIST C

Documents Which Establish Eligibility:

1. Social Security number card, other than one which has printed on its face "not valid for employment purposes"

Note: This must be a card issued by the Social Security Administration; a facsimile (such as a metal or plastic reproduction) is not acceptable.
2. An original or certified copy of a birth certificate issued by a state, county or municipal authority bearing an official seal
3. Unexpired INS employment authorization
4. Unexpired re-entry permit (INS Form I-327)
5. Unexpired Refugee Travel Document (INS Form I-571)
6. Certification of Birth issued by the Department of State (Form FS-545)
7. Certification of Birth Abroad issued by the Department of State (Form DS-1350)
8. United States Citizen Identification card (INS Form I-197)
9. Native American tribal document
10. Identification Card for use of Resident Citizen in the United States (INS Form I-179)

Retention of Employment Eligibility Verification Form (Form I-9)

The Superintendent or his/her designee must retain Form I-9 for three years or for one year past the end of the employment of the individual, whichever is later. Such forms will be retained in a separate file and shall be considered to be confidential and used only for employment eligibility verification purposes.

Preparation of Documents for Inspection

U.S. Immigration and Naturalization Service (INS) or Department of Labor (DOL) officers are required to give employers three days advance notice before an inspection. The Superintendent or his/her designee will assemble the I-9 forms in preparation for the inspection. Failure to provide the I-9 forms could result in civil money penalties for each employee for whom the form was not completed, retained or presented.

(Approval date: September 25, 1995)