

All Personnel

LEGAL STATUS REQUIREMENT

In accordance with law, the district shall ask all new employees to provide documentation of employment eligibility. The district shall hire only citizens and aliens who are lawfully authorized to work in the United States. District employment practices shall not discriminate on the basis of citizenship status or national origin, nor shall they discriminate against any refugees, grantees or asylum, or persons qualified for permanent or temporary residency.

(cf. 4111/4211 – Recruitment and Selection)

Within three days of employment, all new employees shall show appropriate documents specified by law which certify that they are legally eligible to work.

For all employees hired after November 6, 1986, Immigration and Naturalization I-9 forms shall be kept as required by law and specified in administrative regulation.

I-9 forms shall be available for inspection by Immigration and Naturalization service (INS) or Department of Labor officers upon request.

Because the documents required to determine employment eligibility may contain confidential information which could affect decisions regarding hiring and/or advancement, administrative regulations shall provide procedures to protect the full confidentiality of any copies of such documents made by the district.

Legal Reference:

IMMIGRATION REFORM AND CONTROL ACT OF 1986

Adopted: August 24, 1993
Revised:
Reviewed: 11/15/94

WEST SONOMA COUNTY UHSD
Sebastopol, California