

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 7
Human Resources

AR 7120.6 Employment Eligibility Verification

Reference(s):

Immigration Reform and Control Act of 1986

All employees of the RSCCD who are hired after November 6, 1986, must complete the Employee Information and Verification Form (I-9) of the U.S. Department of Homeland Security, U.S. Citizenship and-Immigration Services. The I-9 form is available in the Office of Human Resources and must be submitted-with evidence of identity and employment eligibility within three business days of the date of hire. Employees who are hired for less than three days must submit the I-9 form and the required documentation on or before the first date of employment.

Following receipt of the I-9 form and required documentation from the employee, the Office of Human Resources will complete the employer review and verification section on the document.

The completed I-9 form will be retained on file in the Office of Human Resources for the duration of employment plus three years after the date of hire or one year after the termination of employment, whichever is later.

Responsible Manager: Vice Chancellor, Human Resources

Revised: March 17, 2014 (Previously AR4104.1)

Revised: September 19, 2016