

Administrative Policy:		Verification of Eligibility for Employment		Policy Number:	AP 7125
Applicable regulations - Federal/State/Board/College		8 U.S. Code Section 1324a			
Accountable Administrator:		Director of Human Resources	Position responsible for updates:		Director of Human Resources
Original Date	02/09/2021	Revised & Adopted	N/A	Reviewed & Adopted	N/A

Purpose

Provide clear and concise policy verification of eligibility for employment.

Principle

Oregon Coast Community College will not hire or recruit a person for employment if it knows that the person is not a citizen of the United States or is not authorized to be employed in the United States.

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.

Oregon Coast Community College will complete for each new employee the verification form or forms required by the United States government. Oregon Coast Community College will retain such forms for at least three years for persons it does not hire. For persons it does hire, the Oregon Coast Community College will retain such forms for at least three years or until one year after the persons leaves Oregon Coast Community College employment, whichever is later.

Oregon Coast Community College will protect the privacy of the information it collects pursuant to this procedure