

Personnel

Superintendent's Policy 4111.2

4211.2

4311.2

ALL PERSONNEL

Legal Status Requirement

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

All new employees shall show appropriate documents which certify that they are legally eligible to work. Documents specified by law which serve this purpose shall be those stated in the administrative ~~guide~~ *regulation*.

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

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 ~~guidelines~~ *regulations* shall provide procedures to protect the full confidentiality of any copies of such documents made by Office of Education personnel.

Policy

Adopted: October 21, 1987

Revised: October 2, 1991

Reviewed: January 14, 2009

Humboldt County Office of Education

Eureka, California