

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 of 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

Policy
adopted: December 1990

NORRIS SCHOOL DISTRICT
Bakersfield, California

All Personnel

Legal Status Requirement

When being hired by the district for any kind of work, prospective employees shall be informed that they will be asked, within three days of employment, to show documents which certify their work eligibility and identity. Persons employed for three days or less must provide such documentation on their first day. This documentation may consist of one item in group A below, or two items, one from group B and one from group C below.

Group A - Documents which establish both work authorization and identity

1. A United States passport.
2. A Certificate of U.S. Citizenship (INS Form N-560 or N-561).
3. A Certificate of Naturalization (INS Form N-550 or N-570).
4. An unexpired foreign passport with unexpired authorization to work in the United States.
5. An Alien Registration Receipt Card (INS Form I-151) or Resident Alien INS Form I-551, with photograph.
6. A Temporary Resident Card (INS Form I-688).
7. An Employment Authorization Card (INS Form I-688A).

Group B - Documents which establish work eligibility

1. A Social Security card, other than one specified as "not valid for employment purposes."
2. An original or certified copy of a birth certificate from any state, county or city, bearing an official seal.
3. An unexpired Immigration and Naturalization Service (INS) employment authorization.
4. An unexpired reentry permit (INS Form I-327).
5. An unexpired Refugee Travel Document (INS Form I-571)
6. A Certification of Birth or Certification of Birth Abroad issued by the Department of State (Form FS-545 or DS-1350). Both of these documents are issued to persons born abroad.

Legal Status Requirement (continued)

7. A United States Citizen Identification Card (INS Form I-197).
8. A Native American tribal document.
9. An Identification Card for use of Resident Citizen in the United States (INS Form I-179).

Group C - Documents which establish identity

1. A state driver's license or state identification card if it includes a photograph or other identifying information such as name, birth date, sex, height, color of eyes and address.
2. A school identification card with a photograph.
3. A voter's registration card.
4. A U.S. military card or draft record.
5. An identification card issued by federal, state, or local government agencies or entities.
6. A military dependent's identification card.
7. Native American tribal documents.
8. A U.S. Coast Guard Merchant Mariner Card.
9. A Canadian driver's license.