

Policy 4211.2: Legal Status Requirement **Status: ADOPTED**

Original Adopted Date: 09/01/1992 | **Last Revised Date:** 03/01/2009 | **Last Reviewed Date:** 03/01/2009

The Governing Board shall ensure that the district employs only those individuals who are lawfully authorized to work in the United States.

The Superintendent or designee shall verify the employment eligibility of all persons hired by completing the U.S. Citizenship and Immigration Services Form I-9, Employment Eligibility Verification, for each individual hired and ensure that the district does not knowingly hire or continue to employ any person not authorized to work in the United States. (8 USC 1324a)

In accordance with law, the Superintendent or designee shall ensure that district employment practices do not unlawfully discriminate on the basis of citizenship status or national origin, including, but not limited to, discrimination against any refugees, grantees of asylum, or persons qualified for permanent or temporary residency.

| Federal | Description |
|-----------------------------|---|
| 8 CFR 274a.1-274a.14 | Control of Employment of Aliens |
| 8 USC 1324a | Unlawful employment of aliens |
| 8 USC 1324b | Unfair immigration related employment practices |
| Management Resources | Description |
| USCIS Publication | Handbook for Employers: Instructions for Completing Form I-9, April 2009 |
| Website | CSBA District and County Office of Education Legal Services |
| Website | U.S. Citizenship and Immigration Services |
| Code | Description |
| 0410 | Nondiscrimination In District Programs And Activities |
| 2120 | Superintendent Recruitment And Selection |
| 3580 | District Records |
| 3580 | District Records |
| 4030 | Nondiscrimination In Employment |
| 4030 | Nondiscrimination In Employment |
| 4032 | Reasonable Accommodation |
| 4111 | Recruitment And Selection |
| 4112.6 | Personnel Files |
| 4121 | Temporary/Substitute Personnel |
| 4121 | Temporary/Substitute Personnel |
| 4211 | Recruitment And Selection |
| 4212.6 | Personnel Files |
| 4311 | Recruitment And Selection |
| 4312.6 | Personnel Files |