

PERSONNELGENERAL PERSONNEL – Immigration Investigation

The Regional Office of Education is prohibited by law from hiring aliens not legally eligible for work in the United States. The ROE will comply with the provisions of the Immigration and Naturalization Service (INS) and regulations under the Immigration Reform and Control Act of 1986 by requiring employees of the ROE to complete INS Form I-9 on or before the date indicated:

1. All employees hired on or after November 7, 1986, and who continue to be employed by the ROE must complete the form immediately upon receiving it from the Regional Superintendent or his/her designee.
2. All newly hired employees must complete the form no later than three (3) business days following their first working day. If an individual is unable to provide the required documents to complete Form I-9 within the three (3) day period, the individual must present a receipt for the application of the documents within three (3) days of the hire and present the required documents within twenty-one (21) days of the hire.

The completed I-9 form shall be maintained in a file separated from other personnel records in order to prevent unauthorized review of personnel files. Form I-9 shall be retained for a period of three (3) years after the date of hire or one (1) year after the date of the individual's employment is terminated, whichever is later.

LEG. REF.: P.A. 99-603.  
Immigration Reform and Control Act of 1986; P.L. 99-643.

Approved: 07/01/01