



## Butte-Glenn Community College District

### ADMINISTRATIVE PROCEDURE

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#### AP 7125 – VERIFICATION OF ELIGIBILITY FOR EMPLOYMENT

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**Approved by Leadership: August 2013**

*Reference:*

*8 U.S. Code Section 1324a*

The District will not hire or recruit a person for employment if it knows that the person is not authorized to be employed in the United States.

Reliable documentation of eligibility for employment will be verified as required by federal rules and Regulations.

For each new employee, the District will complete the verification form or forms required by the United States government. The District will retain such forms for at least three years for persons it does not hire. For persons it does hire, the District will retain such forms for at least three years or until one year after the persons leaves the District's employment, whichever is later. The District will protect the privacy of the information it collects pursuant to this procedure.