Aims Community College is committed to complying with federal laws and regulations concerning verification of employment eligibility and record keeping for employees hired to work in the United States. To this end, certain members of Aims staff have been designated to assist the College in such compliance. Anyone with questions regarding any aspect of employment and/or identity verification should contact a member of the Human Resources Department.

The 1986 Immigration Reform and Control Act (IRCA) sought to control illegal migration by eliminating employment opportunity as a key incentive for unauthorized persons to come to the U.S. IRCA’s core prohibition is against the hire or continued employment in the U.S. of an alien whom the employer knows is unauthorized for the employment. IRCA makes all U.S. employers responsible for verifying through a specific process the identity and work authorization or eligibility of all individuals, whether U.S. citizens or not, hired after November 6, 1986. To implement this, employers are required to complete Employment Eligibility Verification Forms I-9 for all employees.

An employer’s obligation to review documents is not triggered until a person has been hired, whereupon the new employee is entitled to submit a document or combination of documents of his or her choice (from List A or a combination of a List B and List C document on the reverse side of the I-9 form) to verify his or her identity and work eligibility. The term “Hired” is defined as actual commencement of employment of an employee for wages or other remuneration. It is imperative that the employee complete Section 1 of the I-9 Form by the date of hire, no later than the date on which employment services start. Employees must present original documents. For a list of authorized documents from each list, visit: http://www.uscis.gov/files/form/i-9.pdf

Employer’s Responsibility: Direct supervisors must ensure that Section 1 of the I-9 Form is completed by, no later than, the first day of employment services. Direct supervisors should do this by confirming that their new hire has visited Human Resources on the first day of employment. Employers must complete Section 2 by examining evidence of identity and employment eligibility within three (3) business days of the date employment begins. If employees are authorized to work, but are unable to present the required document(s) within three business days, they must present a receipt for the application of the document(s) within three business days and the actual document(s) within ninety (90) days. However, if employers hire individuals for duration of less than three business days, Section 2 must be completed at the time employment begins. Direct supervisors who fail to ensure that this step has been taken prior to allowing an employee to continue work past three business days shall be subject to disciplinary action according to the College’s established practices.
Employee’s Responsibility: Pursuant to the above mentioned Act, employees are required to visit the Human Resources department at General Services, Room 201, the first (1st) day of employment to complete the I-9 Form and must provide appropriate, original supporting documents to the Human Resources department within three (3) business days of employment. Refusal to provide his/her signature or attestation or failure to supply appropriate documentation will be grounds for the withdrawal of the employment offer to the employee. The College will offer annual training to appropriate personnel and conduct periodic internal audits, as the College deems necessary.

APPROVED: Dr. Marsi Liddell
Aims Community College President
Date: January 30, 2012