

## Aims Community College Procedure

### Employee Services

#### Employment Eligibility and Verification: Form I-9 Compliance

Aims Community College is committed to complying with applicable laws and regulations concerning verification of employment eligibility and record keeping for employees, including but not limited to the Immigration Reform and Control Act of 1986. 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 eligibility and/or identity verification should contact Human Resources.

Employers must complete and retain Form I-9, Employment Eligibility Verification, for individuals hired to work for pay or other type of payment. A new employee must submit a document or combination of documents of their choice (from List A or a combination of a List B and List C document on the reverse side of the Form I-9) to verify their identity and work eligibility. Employees must complete Section 1 of the Form I-9 on or before their first day of employment. Employees must present original documents.

#### Employer's Responsibility:

- **Direct supervisors** must ensure that their new hire has visited Human Resources to complete the Form I-9 process within three (3) days of employment.
- **Aims Human Resources** must complete Section 2 by examining evidence of identity and employment eligibility within three (3) business days of the date employment begins.
  - However, if individuals work for less than three business days in total, Section 2 must be completed on the first day of employment.
  - If employees are authorized to work, but are unable to present the required document(s) within three business days, they may, under certain circumstances, present a receipt for the application of the document(s) within three business days and the actual document(s) within ninety (90) days.
- **Direct supervisors** who fail to ensure that this step has been taken prior to allowing an employee to continue to work past three business days may be subject to disciplinary action, up to and including termination.

#### Employees' Responsibility:

- Complete Section one of the I-9 form via a third party online system during the onboarding process.
- Employees must visit Human Resources on or before their first day of employment to complete the Form I-9 and must provide appropriate, original supporting documents to Human Resources within three (3) business days of starting employment. If an employee cannot travel to Human Resources they may complete the document verification process at other Aims campuses by appointment.
- Remote employees may complete this process via a "proxy" or reciprocating higher Ed institution.
- ***Refusal to provide signature or attestation or failure to supply appropriate documentation within the required time periods will result in the withdrawal of the employment offer.***

The College may offer annual training to appropriate personnel and conduct periodic internal

audits, as the College deems necessary.

**Revision Approved: College Council, May 23, 2022**

**Adopted: January 30, 2012**

**Responsible Administrator: Executive Director/CHRO of Employee Services**

*Renumbered from 4-200*

*Updated from Human Resources to Employee Services – September 20, 2022*