

# Treasure Valley Community College

Code: **GB**  
Adopted: 06/30/98  
Readopted: 10/14/09; 2/15/11  
Orig. Code(s): AR 400-6

## Requirements of Immigration Reform and Control Act of 1986

All departments who hire employees for any purpose or for any amount of money need to be aware of the requirements of the Immigration Reform and Control Act of 1986. It is highly recommended that all new hires go to the Human Resources Office for processing, but proximity and time does not always allow this, therefore, Human Resources has set up procedures for complying with these requirements:

1. Form I-9, Employment Eligibility Verification, must be completed in a timely manner. Section 1 must be completed by the new hire on or before the first day of work. Section 2 must be completed by the employer within three business days of the hire date;
2. Because Human Resources or the hiring department must certify that documentation presented by the employee is appropriate, the Form I-9 must be completed in the presence of the employee and employer;
3. If the hiring department is not comfortable certifying the documentation for Section 2, they must contact the Human Resources Office before the new hire begins work.

END OF POLICY

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### Legal Reference(s):

[ORS 342.169](#)  
[ORS 653.305 - 653.326](#)  
[ORS 659A.309](#)  
[OAR 581-022-0705\(4\)](#)