

## Personnel

### LEGAL STATUS REQUIREMENT

BP 4111.2

The Governing Board shall ensure that the district employs only those individuals who are lawfully authorized to work in the United States.

The Superintendent or designee shall verify the employment eligibility of all persons hired by completing the U.S. Citizenship and Immigration Services Form I-9, Employment Eligibility Verification, for each individual hired and ensure that the district does not knowingly hire or continue to employ any person not authorized to work in the United States. (8 USC 1324a)

In accordance with law, the Superintendent or designee shall ensure that district employment practices do not unlawfully discriminate on the basis of citizenship status or national origin, including, but not limited to, discrimination against any refugees, grantees of asylum, or persons qualified for permanent or temporary residency.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

*(cf. 4030 - Nondiscrimination in Employment)*

*(cf. 4111 - Recruitment and Selection)*

*(cf. 4211 - Recruitment and Selection)*

*(cf. 4311 - Recruitment and Selection)*

#### *Legal Reference:*

UNITED STATES CODE, TITLE 8

*1324a - Unlawful employment of aliens*

*1324b - Unfair immigrant-related employment practices*

CODE OF FEDERAL REGULATIONS, TITLE 8

*274a.1-274a.14 - Control of Employment of Aliens*

#### *Management Resources:*

U.S. CITIZENSHIP AND IMMIGRATION SERVICES PUBLICATIONS

*Handbook for Employers: Instructions for Completing Form I-9, April 2009*

WEB SITES

*U.S. Citizenship and Immigration Services: <http://www.uscis.gov>*

#### **Policy**

**Adopted:** September 26, 1995

**Revised:** May 22, 2014

**PASADENA UNIFIED SCHOOL DISTRICT**

Pasadena, California