

DSCC Immigration Reform Act Policy

I. Purpose

It is the policy of Dyersburg State Community College (DSCC) to abide by the Immigration Reform and Control Act of 1986.

II. Scope

This policy applies to all DSCC employees.

III. Policy

The Immigration Reform and Control Act of 1986 imposes an affirmative duty on all employers to refrain from hiring known unauthorized aliens and to verify the status and identification of all new employees. The Employment Verification System requires that the employer attest, under penalty of law, that the employee being hired is not an unauthorized alien by examining either:

- A. A document which establishes both employment authorization and identity, such as
 1. United States Passport;
 2. Certificate of United States citizenship;
 3. Certificate of naturalization;
 4. Unexpired foreign passport, if it has an appropriate, unexpired endorsement of the Attorney General authorizing the individual's employment in the United States; or
 5. Resident alien card or other alien registration card, if the card contains a photograph or other personal identifying information and is evidence of authorization of employment in the United States;
 6. Unexpired temporary resident card;
 7. Unexpired employment authorization card;
 8. Unexpired reentry permit;
 9. Unexpired refugee travel document;
 10. Unexpired employment authorization document issued by the INS which contains a photograph.
- B. Or two documents, one which evidences employment eligibility and one which establishes identity.
 1. Employment eligibility:
 - a. Social security account number card (other than one which specifies it does not authorize employment in the United States);
 - b. Certificate of birth abroad issued by the Department of State;
 - c. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal;
 - d. Native American tribal document;
 - e. U.S. Citizen ID card;
 - f. ID card for use of resident citizen in the United States;

- g. Unexpired employment authorization document issued by the INS.
- 2. Identity of individual:
 - a. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address;
 - b. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address;
 - c. School ID card with a photograph;
 - d. Voter's registration card or draft record;
 - e. U.S. military dependent's ID card;
 - f. ID card for use of resident citizen in the United States;
 - g. U.S. Coast Guard Merchant Mariner Card;
 - h. Native American tribal document;
 - i. Driver's license issued by a Canadian government.

Of the several documents listed above, the most readily available combination to be provided by most individuals would be a state driver's license and a social security card.

It is the responsibility of officials of this institution to ensure that an unauthorized alien is NOT employed and to identify the documents reviewed to determine this fact. This law is applicable to all categories of employment, i.e., full-time and part-time administrators, faculty, professional non-faculty, clerical and support staff, adjunct faculty, and all categories of student employment. Certification will be done during the interview process whenever possible.

The eligibility/identification certification shall be recorded on the official Department of Justice form, I-9. The eligibility certification portion of the form shall be completed and signed by the applicant for employment. The employer verification portion of the form shall be completed and signed by the official of the college as designated below. A completed Employment Eligibility Verification Form (I-9) on each employee shall be maintained for a period of three years from the date of hire or one year after date of termination, whichever is later.

Effective Date: This policy is effective for all categories of employees hired on or after June 1, 1987.

IV. Compliance

All Dyersburg State Community College employees are expected to adhere to this policy.

V. Definitions

N/A

VI. Revision History

Policy created December, 2014. Policy reviewed and approved, with no changes, by Administrative Council on 11/30/2023.