



**Policy**

**7-8043      Legal Authorization for Employment**

The Immigration Reform and Control Act of 1986 provides that it is against the law to hire or continue employing an illegal alien. In order to comply, legal authorization for employment in the United States must be submitted by employees hired on or after November 6, 1986, to the District in accordance with Administrative Procedure 4015. Failure by any said employee to submit such legal authorization for employment constitutes grounds for termination or denial of employment, whichever applies.

**Adopted:** June 28, 2004

## Administrative Procedure

### 7-8043 Legal Authorization for Employment

Employees hired on or after November 6, 1986 shall complete Form I-9 and shall submit documents that establish both identity and employment eligibility as provided by the District Human Resources Office.

The District will photocopy the required documents verifying legal authorization to work in the United States and the photocopies of these documents will be placed in a separate file.

All employees hired on or after November 6, 1986 shall also be required to complete a form provided by the United States Department of Justice indicating he/she is legally authorized to work in the United States. This form shall be retained in a separate file.

Verification of legal authorization to work in the United States may precede an actual offer of employment.

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**Procedure Last Revised:** June 13, 2007