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**Revision Responsibility:** Director of Human Resources

**Responsible Executive Officer:** Vice President for Finance and Administration

**Source/Reference:** Immigration Reform and Control Act of 1986  
T.C.A. § 12-4-124

## **PURPOSE**

To define responsibilities and procedures for complying with the United States law concerning employment eligibility verification.

## **POLICY**

### **I. Compliance**

Columbia State will comply with the Immigration Reform and Control Act of 1986, which establishes an affirmative duty of all employers to refrain from hiring known unauthorized aliens, and to verify the status of all new employees.

### **II. Employment Eligibility Verification Form**

A. The Department of Homeland Security U.S. Citizenship and Immigration Services Form I-9, "Employment Eligibility Verification," form will be used in complying with the requirements of the law.

[I-9, Employment Eligibility Verification Form](#)

B. T.C.A. § 12-4-124 provides for contract language and attestation for personal services contracts prohibiting the hiring of, or utilization of, illegal immigrants by the contractor or services of any subcontractor.

### **III. Responsibility for Ensuring Completion of INS Form I-9**

The following departments are responsible for ensuring the completion of I-9 forms and the employer review and verification section of the forms within timeframe mandated by the provision:



<b>Employment Category</b>	<b>Responsibility for Compliance</b>	<b>File Location</b>
Full-time and part-time, regular and temporary, administrative, faculty, professional, clerical, and support	Human Resources Office	Human Resources Office
Adjunct faculty	Faculty, Curriculum and Programs Office	Faculty, Curriculum and Programs Office
Student workers	Financial Aid Office – Filed in Human Resources Office	Human Resources Office
Non-credit faculty	Economic & Workforce Development Office – Filed in Human Resources Office	Human Resources Office
Personal services contracts with individuals (TCA §12-4-124-- Contract attestation required (I-9 does not apply))	Individual initiating the contract	Business Office

*Revised: September 3, 1992; January 9, 2003 (new policy format); January 2012 (updated federal jurisdiction, website link to US Citizenship and Immigration Services and responsible departments; Added where documents are filed); February 12, 2012 (new policy format); Revised July 2019; reviewed – no changes needed February 15, 2021 and signed by the President.*