

Revision Responsibility: Director of Human Resources  
Responsible Executive Officer: Vice President for Financial & Administrative Services

Source/Reference: Immigration Reform and Control Act of 1986  
Tennessee Code Annotated §12-4-124 - Illegal Immigrants

## **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. TCA §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	Office of Human Resources	Office of Human Resources
Adjunct faculty	Office of Faculty, Curriculum and Programs	Office of Faculty, Curriculum and Programs
Student workers	Office of Financial Aid – Filed in Office of Human Resources	Office of Human Resources
Non-credit faculty	Office of Economic & Workforce Development – File in Office of Human Resources	Office of Human Resources
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)*