



# Rancho Los Amigos National Rehabilitation Center

## ADMINISTRATIVE POLICY AND PROCEDURE

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**SUBJECT: EMPLOYMENT ELIGIBILITY  
VERIFICATION**

**Policy No.: A252  
Supersedes: July 31, 2003  
Revision Date: January 11, 2008  
Reviewed: July 8, 2013  
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### **PURPOSE**

To comply with the Immigration Reform and Control Act of 1986 (IRCA) which requires employers commencing November 7, 1986 to hire only American citizens and aliens who are authorized to work in the United States.

### **POLICY**

The Department of Health Services, Human Resources Office will verify from original documents both the identity and employment eligibility of all employees at the time employment begins.

Each employee shall be required to complete the Employment Eligibility Verification form (Attachment) and provide an original of one of the following documents:

- United States Passport;
- Unexpired foreign passport with I-551 stamp or attached unexpired employment authorization (I-94);
- Alien Registration Receipt Card with photograph (I-551).
- Unexpired Temporary Resident Card
- Unexpired Employment Authorization Card
- Unexpired Employment Authorization Document issued by the INS which contains a photograph (I-688B)

In lieu of the above, a document from list B **and** list C defined on the attached Employment Eligibility Verification form shall be accepted.

### **EXCEPTIONS:**

- Employees hired before 11/7/86 are "grandfathered" in and continue employment without such verification.
- Employees hired after 11/6/86 that left County Service before 6/1/87.
- Employees hired as independent contractors.

**REFERENCE:** Title 8, United States Code, Section 1324A

Revised: January 11, 2008 EP:ms  
Reviewed: July 8, 2013 AC

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EFFECTIVE DATE: September 1, 1987  
APPROVED BY:

COUNTY OF LOS ANGELES DEPARTMENT OF HEALTH SERVICES  
Signature(s) on File.