

1 Great Falls School District

2

3 **PERSONNEL**

5123

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5 Employer Verification of Employee

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7 Within three (3) business days of hiring a new employee, the District requires and maintains a
8 copy of either of the following:

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- 10 • The citizenship or work authorization status that has been verified by the United States
11 citizenship and immigration services' E-Verify program; or
12 • A completed form I-9 with corresponding documents that establish both identity and
13 employment authorization.

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15 The books, records and payrolls of the District pertinent to the administration of Title 39, chapter
16 2, MCA, must be open to inspection by the Montana Department of Labor and Industry on three
17 (3) business days' notice for the purpose of ascertaining adherence to the above requirements..

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19 Legal References:

20 Title 39, chapter 2, MCA The Employer Relationship

21 HB 226 (2025)

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23 Policy History

24 Adopted on: August 25, 2025