Billings School District 2

THE BOARD OF TRUSTEES

Policy 5123: Employer Verification of Employee

Prior to an employee's first day of service, the District shall request and maintain a copy of either of the following:

(a) the citizenship or work authorization status that has been verified by the United States citizenship and immigration services' E-Verify program; or

(b) a completed Form I-9, Employment Eligibility Verification, with corresponding documents that establish both identity and employment authorization.

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

Legal References: Montana Code Ann.§ 39-2-1601, et seq.

Policy History:
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