



Human Resources and Administrative Services

November 7, 2011

I am writing to you—along with a number of other College faculty and staff members—about an issue with your employment documents that needs to be addressed promptly. We are hopeful that you can update your file, and if you would find it helpful, we are prepared to provide you with time and support to gather the appropriate documentation.

Please contact my office at (909) 621-8175 as soon as possible to schedule a brief meeting on one of five dates: November 7, 8, 9, 10 or 11. In keeping with our respect for your confidentiality, we will discuss the specifics of your circumstances only with you.

This issue with your records was discovered when the leadership of the College Board of Trustees ordered an audit of all employee work authorization records as the result of a complaint against the College administration made by a College employee.

As you know, employees, at the time of hire, must provide documentation establishing their identity and work authorization. Employers are required by federal law to ensure that the files are complete. The complaint, which came from an employee outside the administration, accused the administration of having a policy of not obtaining proper documentation from the College's employees at the time of hire and alleged that no such verification of employees' legal authorization to work was ever undertaken.

Given the serious nature of these allegations, the Board was obligated to investigate. As a result, Board leaders engaged outside compliance experts to conduct the investigation, which included an audit of all employee work authorization records to determine whether the College documentation process had been followed and was effective.

The administration was not involved in conducting the investigation, other than to make information available as requested and to answer questions. After the investigation was completed, the Board leadership concluded that the College's procedures to verify the legal work authorization of employees at the time of hire are in compliance with the law and that there was no support for the allegations against the administration.

However, some deficiencies were discovered in the documentation of a number of employees from across the campus—including faculty, staff and part-time employees. Federal law requires the College to follow up with all such employees to re-verify their legal work status.

It is important that you contact Human Resources as soon as possible to schedule an appointment no later than Friday, Nov. 11. I appreciate your prompt response to this request.

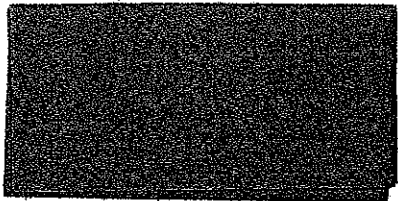
Sincerely,

Brenda Rushforth
Assistant Vice President, Human Resources



Human Resources and Administrative Services

Date: 11/8/11



We are in the process of updating your employment records. Please provide us with valid, current documentation of your identity and work authorization. You may provide any documentation from the lists attached to this notice.

Please bring the original documents to Human Resources no later than December 1, 2011.

Employees who do not provide valid, current documentation by December 1, 2011 will be subject to termination.

If you have any questions, please contact Human Resources before December 1. Thank you for your cooperation in this matter.

Sincerely,

Brenda Rushforth
Assistant Vice President, Human Resources

Social Security Phone Numbers:

National Toll-Free – (800) 772-1213

TTY – (800) 325-0778

Local Social Security Offices

1. Pomona – Social Security Office
960 W. Mission Blvd.
Pomona, CA 91766

Office is located between White and Hamilton Avenues. East of the 71 FWY, South of the 10 FWY and North of the 60 FWY.

2. Glendora – Social Security Office
1165 E. Route 66
Glendora, CA 91740

From the 210 FWY, exit at Lone Hill and head North to Route 66, turn left on Route 66. Office will be before Grand Avenue.

3. Ontario – Social Security Office
1100 E. Holt Blvd.
Ontario, CA 91761

Office is located between Grove and Campus Avenues. The office is South of the 10 FWY and North of the 60 FWY.

4. Brea – Social Security Office
Suite 150, 1st Floor
3230 E. Imperial Hwy.
Brea, CA 92821

Approximately 2 miles East of the 57 FWY. On the South/West corner of Imperial Hwy and Valencia Ave in the "Brea Corporate Plaza". Entrance to office is at the front on Imperial Hwy.

Legal Resources

1. Nancy Lorena Acevedo

Attorney at Law

Wolfsdorf Immigration Law Group

1416 2nd Street

Santa Monica, CA 90401

Ph: (310) 570-4088

http://wolfsdorf.com/about_att_Acevedo.html

2. Carl Shusterman**

Attorney at Law

Certified Specialist in Immigration & Naturalization Law

Law Offices of Carl Shusterman

600 Wilshire Boulevard, Suite 1550

Los Angeles, CA 90017

Ph: (213) 623-4592

<http://shusterman.com>

<http://immigracion-abogado.com>

**** Tell the receptionist that you are calling from Pomona College.**

Avisele a la recepcionista que esta llamando de Pomona College.

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

LIST A

Documents that Establish Both
Identity and Employment
Authorization

LIST B

Documents that Establish
Identity

LIST C

Documents that Establish
Employment Authorization

OR

AND

1. U.S. Passport or U.S. Passport Card	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
4. Employment Authorization Document that contains a photograph (Form I-766)	3. School ID card with a photograph	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form	4. Voter's registration card	4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
	5. U.S. Military card or draft record	
	6. Military dependent's ID card	
	7. U.S. Coast Guard Merchant Mariner Card	5. Native American tribal document
	8. Native American tribal document	
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	9. Driver's license issued by a Canadian government authority	6. U.S. Citizen ID Card (Form I-197)
	For persons under age 18 who are unable to present a document listed above:	7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
	10. School record or report card	8. Employment authorization document issued by the Department of Homeland Security
	11. Clinic, doctor, or hospital record	
	12. Day-care or nursery school record	

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

LISTA DE LOS DOCUMENTOS ACEPTABLES

Todos los documentos deben estar en vigencia

LISTA A

Los documentos que establecen tanto la identidad como el permiso de empleo

LISTA B

Los documentos que establecen la identidad

LISTA C

Los documentos que establecen el permiso de empleo

O		Y
1. Un pasaporte estadounidense o una tarjeta de pasaporte estadounidense	1. Un permiso de conducir o una tarjeta de identidad expedida por un estado o por una territorio extranjero de los Estados Unidos siempre y cuando incluya una fotografía o información como el nombre, la fecha de nacimiento, el sexo, la altura, el color de los ojos y la dirección	1. Una tarjeta con el número de Seguro Social diferente ala que especifica en su anverso que la sola expedición de la tarjeta no autoriza el empleo en los Estados Unidos
2. Una tarjeta de residencia permanente o una tarjeta que certifique el registro como extranjero (Formulario I-551)		
3. Un pasaporte extranjero con el sello provisional I-551 o la anotación provisional I-551 impresa sobre un visado de inmigración legible con una máquina	2. Una tarjeta de identidad expedida por agencias o entidades gubernamentales federales, estatales y locales siempre y cuando incluya una fotografía o información como el nombre, la fecha de nacimiento, el sexo, la altura, el color de los ojos y la dirección	2. El certificado de nacimiento en el extranjero expedido por el Departamento de Estado (Formulario FS-545)
4. Un permiso de trabajo con fotografía (Formulario-766)	3. La tarjeta de identidad escolar con una fotografía	3. El certificado de nacimiento expedido por el Departamento de Estado (Formulario DS-1350)
5. En caso de que se trate de un extranjero no inmigrante autorizado a trabajar en una situación especial para un empresario, un pasaporte extranjero junto al Formulario I-94 o al Formulario I-94A en el que figure el mismo nombre que en el pasaporte y la aprobación del estatus del extranjero no inmigrante, siempre y cuando el período de dicha aprobación no haya expirado y el empleo propuesto no entre en conflicto con ninguna de las restricciones o limitaciones establecidas en el formulario	4. La tarjeta del censo electoral	4. El original o una copia certificada del certificado de nacimiento expedido por un estado, un condado, una autoridad municipal o cualquier territorio de los Estados Unidos que disponga de sello oficial
	5. Una cartilla militar estadounidense o un documento de reclutamiento	
	6. La tarjeta de identidad de los empleados militares	
	7. La tarjeta de los guardacostas de la Marina Estadounidense	5. El documento de pertenencia a una tribu nativa americana
	8. El documento de pertenencia a una tribu nativa americana	
6. Un pasaporte de los Estados Federales de Micronesia (Federated States of Micronesia, FSM) o de la República de las Islas Marshall (Republic of the Marshall Islands, RMI) con el Formulario I-94 o el Formulario I-94A indicando la admisión de no inmigrante en el Pacto de Libre Asociación existente entre los Estados Unidos y FSM o RMI	9. Un permiso de conducir expedido por una autoridad gubernamental canadiense	6. Una tarjeta de identidad estadounidense (Formulario I-197)
	En caso de personas menores de 18 años que no pueden presentar uno de los documentos enumerados previamente:	7. La tarjeta de identidad que deben usar los ciudadanos residentes en los Estados Unidos (Formulario I-179)
	10. Un documento escolar o una boleta de calificaciones	
	11. Un documento de la clínica, del médico o del hospital	
	12. Un documento de la guardería o del jardín de infancia	8. Un permiso de trabajo expedido por el Departamento de Seguridad Nacional

En la parte 8 del Manual para empresarios (M-274) encontrará ejemplos de estos documentos

Estamos en el proceso de actualizar sus archivos laborales. Por favor, preséntenos con documentación válida y vigente de su identidad y autorización de trabajo. Usted puede presentar cualquier documento(s) que aparece(n) en las listas adjunto con este aviso.

Por favor, lleve los documentos originales al departamento de recursos humanos el 1 de diciembre, 2011 a más tardar.

Los empleados que no presenten documentación válida y vigente el 1 de diciembre, 2011 a más tardar pueden quedar cesados.

Si usted tiene cualquier pregunta, por favor póngase en contacto con el departamento de recursos humanos antes del 1 de diciembre. Muchas gracias por su cooperación.

Sinceramente,

Brenda Rushforth
Vicepresidenta adjunta, recursos humanos