

# Procedures for All NEW Temporary Classified or Student Employees During Remote Operations - OnBoarding and Additional Information\*

\*Coronavirus and Remote Operations implementation due to physical proximity concerns associated with COVID-19

Resources and information is available at: <https://losrios.edu/coronavirus>

During Remote Operations, the Los Rios Community College District has determined that Onboarding of New Employees will take place remotely.

Remote OnBoarding: Remote onboarding will consist of providing new hire documentation to the new employee via e-mail (password protect if needed) or United States mail. It will be up to each college to determine who/which department (Hiring Supervisor, Business Office, etc.) will oversee collection of paperwork.

- Completion of paperwork: New hires can either provide a hard copy signature on their paperwork and scan and e-mail back to the appropriate person/area OR send their paperwork back in United States mail OR other acceptable agreed upon means (e.g. drop box, if applicable), whatever is determined by the college. New hires can also provide electronic signature on documents, if applicable, and return in the same manner as stated above.
- Orientation: New hires must show their I-9 documentation to Hiring Supervisor/Business Office during their new hire orientation. The employer **must inspect the Section 2 documents remotely (e.g., over video link, fax or email, etc.) while the District remains in Remote Operations. The employer must obtain, inspect, and retain copies of the documents within three business days of the District's return to normal on-ground operations for purposes of completing Section 2.**

**(Note: Upon return to normal operations, the Hiring Supervisor/Business Office should enter "COVID-19" as the reason for the physical inspection delay in the "Section 2 Additional Information" field once physical inspection takes place after normal operations resume. Once the documents have been physically inspected, the employer (Hiring Supervisor/Business Office) should add, "documents physically examined" with the date of inspection to the Section 2 additional information field on the Form I-9, or to section 3 as appropriate.)**

Additional information is available at: <https://www.ice.gov/news/releases/dhs-announces-flexibility-requirements-related-form-i-9-compliance>

If remote access is required during employment, "Instructions Remote Access Connection Request" and the "Remote Access Connection Procedure & Agreement" must be followed/completed. Forms are available at: <https://web.losrios.edu/~sas/restricted/itaccessforms.php>

This document is to serve as the LRCCD's written documentation of our remote onboarding and telework policy and is to be provided to each new employee.

As a new employee accepting employment during this National Emergency Remote Onboarding period, I agree to provide my original I-9 authorization documentation to Human Resources for physical inspection to be completed by the date determined by DHS or within 3 business days after the termination of the National Emergency, whichever comes first. When notified by Human Resources to provide my original I-9 documentation, I will comply and produce the materials for inspection as quickly as possible.

Employee Name: \_\_\_\_\_ Employee ID#: \_\_\_\_\_

Employee Signature: \_\_\_\_\_