

PURPOSE

To comply with the verification requirements of the Immigration Reform and Control Act (IRCA) by verifying employment eligibility.

II. POLICY

The Immigration Reform and Control Act (IRCA) requires all employers to verify the authorization of its employees to work in the United States. It is illegal for the Agency to knowingly hire, recruit or refer an unauthorized alien to work in the U.S.

An I-9 form is used for verifying that persons are eligible to work in the U.S.

III. PROCEDURE AND RESPONSIBILITIES

1. All newly hired employees must complete an I-9 form within three business days of their date of hire.
 2. Documents establishing identity and eligibility to work will be checked by the Personnel Department.
 3. A listing of the documents accepted as proof of identity and/or employment eligibility is maintained by the Personnel Department.
 4. If an employee is unable to provide the required document(s) within three days, s/he will at least produce (within that time) a receipt showing that s/he has applied for the document(s). Under these circumstances, the employee must produce the document(s) within ninety (90) days of hire. If these conditions are not met, the employee will be terminated.
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5. After the employee completes his/her section of the I-9 form, the Personnel Department will complete the remaining section.
6. The completed form will be filed separately from the personnel file.

The completed form will be retained for:

- three (3) years after date of hire; or
 - one (1) year after the employment is terminated, whichever is later.
7. If the employee's work authorization has a future expiration date, work authorization will be reverified prior to the expiration date.