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Form I-9 Employment Eligibility Verification Policy | US Procedure Policy

Procedure owner:	Talent & Engagement Solutions
Procedure approved by:	Associate Director, Talent & Engagement Solutions
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I. Procedure Overview

Purpose

The purpose of this policy is to ensure compliance with federal regulations requiring all U.S. employers to verify the identity and employment authorization of individuals hired for employment in the United States using Form I-9. This policy outlines the process and responsibilities for completing, retaining, and making available Form I-9s.

Applicability

This policy applies to all employees and hiring managers at Water.org involved in the hiring and onboarding process for U.S.-based positions.

Governance

The Human Resources Department owns this policy and is responsible for its administration, review, and updates to ensure compliance with U.S. employment laws and organizational standards.

Violations

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment, in accordance with HR procedures.

II. Procedure

Form I-9 Completion Process

Section 1 – Employee Responsibilities

Must be completed on or before the first day of employment.

Employees must provide:

- Full legal name, address, date of birth.
- Citizenship or immigration status.
- A-Number/USCIS Number if applicable.

Employees must sign and date Section 1.

If assistance is provided, the preparer/translator must complete Supplement A.

Section 2 – Employer Responsibilities

Must be completed within three business days of the employee's start date.

Employers must:

- Examine original documents from List A or List B and List C.
- Record document title, issuing authority, number, and expiration date.

Sign and date Section 2, certifying the documents appear genuine and relate to the employee.

Remote Inspection: Employers enrolled in E-Verify may use an alternative procedure for remote document examination.

Supplement B – Reverification and Rehires

Used to reverify employment authorization or document rehires within three years of the original hire date.

Retention Requirements

Retain Form I-9 for three years after the date of hire or one year after termination, whichever is later.

Forms may be stored in paper or electronic format.

Electronic systems must meet federal standards for integrity and reliability.

Inspection

Forms I-9 must be made available upon request by authorized officials from:

- Department of Homeland Security (DHS)
- Department of Labor (DOL)
- Immigrant and Employee Rights Section (IER)

III. Procedure Oversight

Water.org reserves the right to update or amend this policy as required by changes in federal law or internal procedures. Any changes will be communicated promptly. Compliance with the policy in effect at the time of hire will be honored.

IV. Additional Resources

USCIS Website: www.uscis.gov

I-9 Central: www.uscis.gov/I-9Central

E-Verify: Refer to the E-Verify User Manual for guidance.

Contact for Support

For any questions or further assistance, please contact Human Resources at HR@water.org.