

Subject: EMPLOYMENT ELIGIBILITY VERIFICATION

Date: June 15, 2016

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Replaces Policy Dated: October 23, 2013

PURPOSE: To establish a policy to verify an employee’s eligibility to work in the United States as required by the Immigration Reform and Control Act of 1986 (IRCA) and Legal Arizona Worker’s Act, A.R.S. § 23.211 et seq.

STATEMENT OF POLICY: All Arizona employers are required to verify an employee’s legal right or authorization to work in the United States through the E-Verify system operated by the U.S. Department of Homeland Security. All employees hired after December 21, 2007, shall have their employment authorization confirmed through E-Verify to maintain employment (A.R.S. § 23-214).

SCOPE: This policy applies to all Pinal County employees.

PROCEDURE: Prior to the first day of work, a new hire shall be given a list of acceptable documents required to be presented on the first day of work. (See Department of Homeland Security Handbook for Employers Instructions for completing Form I-9.)

On the first day of work, each employee shall complete Section 1 of the Form I-9. Within 3 business days after the first day of work, the Human Resource Department shall complete Section 2 of the Form I-9 by examining the documents submitted by the employee and making copies of the front and back of each document submitted by the employee to complete Section 2.

Within three (3) business days of hire, the Human Resources Department shall perform the E-Verify check. If a “tentative non-confirmation” result occurs, the employee will be given written and telephonic or electronic notice as soon as possible about the E-Verify status. If the employee does not respond within five (5) business days from the date of the notification letter with acceptable documents establishing their legal right or authorization to work in the United States, or does not contest the results, the employee will be terminated.

The Human Resources Department shall perform a properly completed I-9 form for every new employee together with copies of documents provided by the employee.