

**STANDARD PROCEDURE**

**CITY OF WILSON**

**PERSONNEL MANUAL**

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<b>SUBJECT</b>	<b>NUMBER</b>	<b>REVISED</b>	<b>EFFECTIVE DATE</b>	<b>SUPERSEDES</b>
I-9 Forms	A-10		May 1, 2010	

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Approved By: Grant Goings  
City Manager

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**1.0 Policy Statement**

In accordance with the Immigration Reform and Control Act of 1986 ("IRCA"), the City of Wilson must verify employment eligibility of employees. A DHS Form I-9 must be completed for each employee, and work eligibility and identity must be verified for each employee. The documents used by the employee to substantiate employment eligibility and/or identity must be inspected for propriety and authenticity, and an authorized Human Resources & Risk Services representative must sign the Form I-9.

The IRCA stipulates that the employment verification process be completed in person. The employee must complete Section 1 of the Form I-9 at the time of hire (i.e. the actual beginning of employment). An authorized Human Resources and Risk Services representative must complete the verification section (Section 2 of the Form I-9) within three working days of the employee's first day of employment. Penalties for non-compliance can be significant. The procedures described below enable the company to comply with requirements of IRCA.

**2.0 Procedures**

- 2.1 Employees must complete Section 1 of the Form I-9 on the first day of employment. Within three working days of the beginning of employment, the employees' employment eligibility must be verified, i.e., an authorized representative must complete Section 2 of the Form I-9. Upon request from a department head, the Human Resources and Risk Services Manager may delegate responsibility for verification of employment eligibility outside of the Human Resources and Risk Services Department.
- 2.2 Only authorized personnel in departments with delegated authority may sign form I-9 on behalf of the City of Wilson. Individuals with such authority must receive training on form I-9 reporting requirements and identification of falsified documents. The Human Resources and Risk Services Department will provide such training and maintain a list of employees authorized to complete the I-9 verification.
- 2.3 I-9 forms completed by departments must be sent to the Human Resources and Risk Services Department immediately upon completion. The Human Resources and Risk Services Department will review the I-9 forms for completeness and enter the I-9 effective date field in the Human Resources Information System. The Human Resources and Risk Services Department will also complete the I-9 expiration date field, if appropriate.

**3.0 Compliance**

If employment eligibility is not verified by the third day of employment, employees shall be taken off the work schedule immediately. The Human Resources & Risk Services Department, in partnership with Payroll, reserves the right to temporarily suspend direct deposit of paychecks in an effort to facilitate the completion of I-9 documentation. Continued failure of the employee to submit the required I-9 documentation will result in termination of employment.