

City Manager's Office
Administrative Order No: 002
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Approved by Willis A. Casey
City Manager

Subject: Immigration Reform and Control Act of 1986

Purpose: Define the City's compliance with the Immigration Reform and Control Act of 1986, which prohibits the employment of those individuals not legally entitled to work in the United States.

Procedure: The Act requires all employers to certify the legal status of all newly hired employees. In doing so, the City must ask new hires to provide evidence of both their identity and authorization to work in the United States. This task is accomplished by the employee and employer completing the Employment Eligibility Verification Form I-9.

In accordance with the Act, all new hires must complete the employee portion and provide their original documentation within three (3) working days of hire. If the employee is unable to present the required document(s) within three (3) working days they must present a receipt for the application for the document(s) within the three (3) working days. The employee must also check the appropriate box indicating that they are eligible for employment in the United States. The employee must present the actual document(s) within ninety (90) days of the date of hire.

All I-9 forms must be completed as part of the employee's new-hire materials. If employees are unable to provide the required documentation in the timelines outlined above they will not be allowed to continue to work.

Conclusion: The City is subject to civil and criminal penalties for non-compliance and takes this responsibility seriously.

Conformance with the Act in no way affects the City's recruitment and selection process which is intended to attract employees that are representative of the community.