

NWF Health Network Policy & Procedure

Series: 1100: Human Resources

Policy Name: Employment Eligibility Verification Form (I-9 Form)

Policy Number: 1131

Origination Date: 06/20/2013 **Revised:** Board Meeting of 12/14/2023

Regulation: IRCA

References: NWFHN OP 1100-1108, Background Screening

Referenced Document: I-9 Form

Policy

NWF Health Network (NWFHN), will comply with federal regulations of the Immigration Reform and Control Act (IRCA); all employees are required to complete an Employment Eligibility Verification form (I-9 Form). This law applies to all individuals hired, including part-time/temporary employees and students -Verify is a web-based program administered by the U.S. Department of Homeland Security, USCIS Verification Division, and the Social Security Administration that supplements the current I-9 employment eligibility verification process. The program determines whether the information provided by the new hire matches government records and whether the new hire is authorized to work in the United States.

Procedure

A. Verification.

1. Human Resources through our PEO, will initiate E-Verify verification procedures for all new employees within three (3) employer business days of hire date.
2. Employee fully completes *Section One* of the Employment Eligibility Verification Form (I-9 Form), through our PEO Human Resource Software and provides supporting documents (two (2) forms of identification,).
3. Human Resources fully completes *Section Two* of the Employment Eligibility Verification Form (I-9 Form) through our PEO Human Resource by verifying the submitted documents.
4. The I-9 form, photocopies of the supporting documents, and E-Verify report are retained in the Human Resources software files..