

City of Marietta/BLW

Employment Eligibility Verification

Administrative Policy

Effective Date: August 5, 2015

§-I. PURPOSE

The City of Marietta/BLW ("the City") is committed to complying with federal laws and regulations concerning verification of employment eligibility and recordkeeping for employees hired to work in the United States. To this end, certain staff members have been designated to assist the City in such compliance. Anyone with questions regarding any aspect of employment and/or identity verification should contact the Department of Human Resources.

§-II. SCOPE

All newly-hired regular and temporary, seasonal, part-time, and full-time employees are subject to the I-9 employment verification process if they are physically performing work for the City.

§-III. POLICY

In accordance with the Immigration Reform and Control Act of 1986 ("IRCA"), the City is required to verify the identity and establish that workers are eligible to accept employment in the United States. The IRCA stipulates that the employment verification process be completed in person and that verification be completed **within three working days** of the beginning of employment and backdating of forms is prohibited.

The Department of Homeland Security (DHS) and the Social Security Administration (SSA) have established an electronic system called E-Verify to assist employers further in verifying the employment eligibility of all newly-hired employees. The City's registration number is 48936.

The failure to complete the I-9 employment verification process within the time limits prescribed is a violation and may subject the City to civil and/or criminal liability.

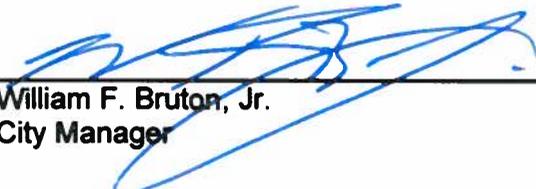
§-IV. PROCEDURES

- A. Within three working days of the first day of employment, the Department of Human Resources and Risk Management must complete an I-9 form and have employment eligibility verified through the E-Verify System.
- B. The documents used by the employee to substantiate employment eligibility must be inspected for authenticity, photocopied and retained with the I-9 form. An authorized and trained representative must sign the I-9 form.
- C. All departments are prohibited from employing individuals who have not successfully completed the I-9 employment verification process within three working days of date of hire. This includes independent contractors, staffing agencies, and recruitment firms.

- D. If the employee is unable to present acceptable document(s) or a “no match” letter is received from the Social Security Administration, the employee will be given an additional 7 business days to resolve any issues. During this time, employment will not be affected and the employee will be afforded the opportunity to resolve any discrepancy in order for the City to verify employment eligibility. However, continued failure of the employee to submit the required I-9 documentation or to resolve any discrepancy may result in immediate termination until the issue is resolved.
- E. The Department of Human Resources and Risk Management will contact any active employees whose I-9 documentation has expired. The Human Resources Department will be responsible for following up on non-compliance with supervisors or directly with employees as needed.
- F. All records regarding verification of employment eligibility will be maintained by the Department of Human Resources and Risk Management for one year after the employee’s employment ends or three years after hire date, whichever is later.
- G. In the first quarter of each year, an audit will be conducted of previous calendar year documents related to the verification of employment eligibility. In conjunction with IMAGE Best Practices, trained employees not otherwise involved in the I-9 process will conduct the audit and report the results to the City Manager.
- H. On at least an annual basis, the Department of Human Resources and Risk Management will conduct training related to the hiring and employment verification process, including completion of Form I-9, how to detect fraudulent use of documents in the verification process, and how to use E-Verify.

§-V. REPORTING

- A. Employees wishing to report suspected activity related to the employment of unauthorized workers may contact their department head, the Director of Human Resources and Risk Management (770-794-5567), the City Manager (770-794-5504), or the Internal Auditor (770-794-5517).
- B. Upon completion of an investigation or inquiry involving reported information, the Director of Human Resources and Risk Management will report to ICE any credible information of suspected criminal misconduct in the employment eligibility verification process.



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City Manager