320: Employment Eligibility Verification

Section: Human Resources
Subject: Employment Agreement
Approved by: Harvey L. Massey
Effective Date: 12 November 1991
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Policy Owner: Director of Human Resources

Policy

The Employment Eligibility Verification (EEV) I-9 is required by the Federal Government. Every employer must comply with the law by having an EEV form completed and signed by every employee.

Section 1 is to be completed by the employee.

Section 2 is to be completed in the Service Center and signed by the General Manager.

The employee is required to have one document from List A or List B and one document from List C of I-9 Form.

A photocopy of these documents is to be attached to the I-9 form.

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