



# POLICIES & PROCEDURES

NUMBER PP320

SECTION: Human Resources	SUBJECT: Employment Eligibility Verification
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**P & P No.:** 320

**Section:** Human Resources

**Subject:** Employment Eligibility Verification

**Approved By:** Harvey L. Massey

**Effective Date:** November 12, 1991

**Last Reviewed Date:**

**Policy Owner:**

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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