



SUBJECT:	Immigration Employment Eligibility Verification
POLICY NO:	VII:20
APPLICABLE TO:	All Employees
PAGE NO:	1 of 1
EFFECTIVE DATE:	August 1, 1992
REVISION DATE:	August 1, 2018 (due to name change)

I. POLICY:

The Immigration Reform and Control Act of 1986 states that employers should hire only American citizens and aliens who are authorized to work in the United States. Employers need to verify employment eligibility of anyone hired after November 6, 1986, and complete and retain a one-page form (I-9 Form).

Therefore, it is the policy of the Hennepin Healthcare Research Institute (HHRI) to complete and retain the I-9 Form.

II. RESPONSIBILITY:

A. The law requires an employer to do five things:

1. Have employees fill out their part of the I-9 Form when they commence employment.
2. Check documents establishing employee's identity and eligibility to work.
3. Properly complete the I-9 Form.
4. Retain the form for at least three years (if the employee is employed for more than three years, the employer must retain the form until one year after the person leaves the HHRI); and
5. Present the form for inspection to an Immigration and Naturalization Service or Department of Labor (DOL) officer upon request. A three-day advance notice would be given.

B. Human Resources will keep the I-9 Form in a separate file other than the personnel file.