



Approved by City Manager: _____

THE CITY OF POMONA

ADMINISTRATIVE POLICIES AND PROCEDURES

IMMIGRATION REFORM AND CONTROL ACT COMPLIANCE POLICY

I. PURPOSE

To comply with the Immigration Reform and Control Act of 1986. This law seeks to preserve jobs for those who are legally entitled to them: American citizens and aliens who are authorized to work in the United States.

II. APPLICABILITY

This Policy applies to all full-time and hourly/part-time City employees.

III. POLICY

The City of Pomona is committed to full compliance with federal immigration laws. These laws require that all individuals pass an employment verification procedure after they are hired; these procedures have been established by law. The law requires that within three (3) days after commencing work, an employee must produce documents providing satisfactory evidence of his/her identity and authority to work in the United States or receipts showing application for acceptable documents. An employee who presents receipts showing application for acceptable documents must present within an additional 18 days (21 days after hire), documents establishing satisfactory proof of his/her identity and legal authority to work in the United States. An employee who cannot present such documents will be terminated. All new hires must go through this procedure.

IV. PROCEDURE

- A. All employees, upon being hired, must complete Section 1 of the Federal I-9 form.
- B. The City will complete Section 2 of the I-9 form by examining evidence of identity and employment eligibility, and by:
 1. checking the appropriate box in List A or boxes in both List B and C;
 2. recording the document identification number and expiration date (if any);
 3. recording the type of form if not specifically identified in the list;
 4. signing the certification section;
 5. retaining a copy of the appropriate documents with the I-9 form; and
 6. filing the I-9 forms and copies of documents in the appropriate binders.

IMMIGRATION REFORM AND CONTROL ACT COMPLIANCE POLICY (Continued)

- C. Forms must be retained by the City for:
 - 1. three (3) years after date of hire; or
 - 2. one (1) year after employment is terminated, whichever is later
- D. Forms must be made available for inspection to an Immigration (INS) or Department of Labor (DOL) officer upon request.
- E. The Human Resources Department will commence the termination process, if the employee can not provide the appropriate documents described herein.

V. ACTION

This Policy is effective this date.

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