

**IMMIGRATION REFORM AND CONTROL ACT****SECTION 2.06****Effective Date: October 15, 2015****Approved By: Executive Director GBR****PROCEDURE:**

In compliance with the Immigration Reform and Control Act of 1986, every new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility within three (3) days of the date of hire. Former employees who are rehired must also complete the form if they have not completed an I-9 with Community Action within the past three years or if their previous I-9 is no longer retained or valid. Photocopies of documents are not accepted. A designated representative of Community Action reviews the required documents and signs the Form I-9 in acceptance of these documents. Community Action shall retain employees' I-9 forms for three (3) years from the date of hire or one (1) year from the date the employment relationship is terminated, whichever is later.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Human Resources Director. Employees may raise questions or complaints about Community Action's immigration law compliance without fear of reprisal.

This policy shall be periodically reviewed and updated consistent with the requirements and standards established by the Board of Directors and by Community Action management, Federal and State law and regulations, and applicable accrediting and review organizations.