

Immigration Reform and Control Act

Effective November 6, 1986, the Immigration Reform and Control Act required that all employers must attest, under penalty of law, that they have verified that a newly hired worker is not an unauthorized alien. This attestation must be made on Form I-9, issued by the Immigration and Naturalization Service. Copies of this form are available from the Business Office.

The completed I-9 form must be kept within the employee's personnel file for three years after the individual begins work or one year after termination of employment, whichever period is longer. All employees hired after September 1, 1987, must have the form completed within three days after commencement of employment.

This requirement is for all employees, including seasonal, hourly, and part-time.