

**MARKLUND
HUMAN RESOURCES POLICY AND PROCEDURE**

POLICY NO. 3.7.1

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SUBJECT: I-9 Form (Employment Eligibility Verification Form)

DEPARTMENTS AFFECTED: ALL

APPROVED BY:

ISSUED: 09-21-2000

EFFECTIVE DATE: 09-21-2000

PURPOSE: To establish identity and employment eligibility to work in the United States. To ensure fairness in preserving jobs for citizens, nationals and aliens authorized to work in the United States.

PROCEDURE:

1. All employees must adhere to the I-9 Form and complete Section One.
2. All employees must produce appropriate supporting documents as listed on the back of the I-9 form.
3. The Human Resource Department will copy the numbers and expiration dates onto Section Two of the I-9 Form.
4. The Human Resource Department will take copies of the supporting documents and return the originals to the employee.
5. The I-9 Form and the supporting document copies will be retained in a separate file not included in the employee's file for three years. Upon termination, I-9 records will be retained for a minimum of one year.
6. If employee cannot produce appropriate I-9 documents within the allotted time constraint, they cannot continue working.