

## **WORKER DOCUMENTATION**

The Immigration Reform and Control Act establishes requirements for worker documentation via a Form I-9, as follows:

To the extent required by law every U.S. employer must have a Form I-9 in its files for each new employee, unless the employee was hired before November 7, 1986, and has been continuously employed by the same employer.

Each employee must submit a Form I-9. All new employees must complete Section 1 of a Form I-9 no later than close of business on his/her first day of work. The employee's signature holds him/her responsible for the accuracy of the information provided. No documentation from the employee is required to substantiate Section 1 information provided by the employee.

We reserve the right to revise this policy without notice to comply with state and federal law.