

**Idaho Department of
Juvenile Corrections
Administrative
Policy/Procedure**

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SUBJECT: EMPLOYMENT ELIGIBILITY VERIFICATION (FORM I-9)

CATEGORY: HUMAN RESOURCES

Policy

The purpose of this policy is to protect the Idaho Department of Juvenile Corrections (IDJC) from criminal and civil penalties. The IDJC will comply with the rules and regulations set forth by the U.S. Citizenship and Immigration Service (USCIS) regarding the Immigration Reform and Control Act of 1986 (Act) and Idaho Executive Order #2009-10.

It is therefore the policy of the IDJC that all job offers will be contingent upon the employee providing proof of identity and employment authorization within three business days of the date employment begins. No employee shall be eligible to continue working beyond the first three business days if appropriate documentation is not provided to IDJC's Human Resources.

Operating Procedures

- I. As part of New Employee Orientation, Human Resources will ensure an employee completes an Employment Eligibility Verification Form (I-9) and provides acceptable documents, as defined by the USCIS. A list of acceptable documents can be found on the Form I-9, as well as on the USCIS website.

New employees who have a receipt indicating they have initiated the process for ordering documents have 90 days to obtain them. The employee cannot work beyond 90 days unless the documents are produced.

- II. Upon selection of an appropriate applicant, Human Resources shall notify the individual of the requirements before his/her first day of work. Human Resources will be responsible for:
 - A. Providing the Form I-9 to the employee.
 - B. Tracking new hires to ensure IDJC is in compliance with the Act and Executive Order.
 - C. Ensuring the accurate completion of the Form I-9 for all new hires.

- D. Verifying the employee's identity and employment authorization through the E-Verify Employment Eligibility Verification Program within three business days of the hire date.
- E. Maintaining appropriate records for legal defense and inspection purposes. A separate file will be maintained to hold the Form I-9 for all current and terminated employees as required by law.

Reference: [Glossary of Terms and Acronyms](#)
 Immigration Reform and Control Act of 1986
 Idaho Executive Order #2009-10
 [Records Retention Schedules](#)
 [Records Destruction Logs](#)

Desk Manual(s): *None*

Related Policies: [Equal Employment Opportunity \(EEO\)\(302\)](#)
 [Employee Recruitment and Selection Process \(339\)](#)
 [Records Management Program \(117\)](#)
 [Public Records \(901\)](#)

Related Forms: *Form I-9 (Employment Eligibility Verification)*
 [Records Destruction Worksheet \(DJC-279\)](#)