

Subject: PROOF OF RIGHT TO WORK IN THE UNITED STATES

Date: October 1, 1997

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Replaces Policy Dated: July 10, 1993

PURPOSE: To establish procedures to comply with federal law regulating eligibility to work in the United States.

STATEMENT OF POLICY: Pinal County requires all new hires to provide documentation of eligibility to work in the United States no later than three working days after the employee commences work. Employment is contingent upon satisfactory completion of the verification requirement.

SCOPE: This policy applies to all full-time, part-time, and temporary employees of Pinal County.

PROCEDURE: When an offer of employment is made to an applicant, the applicant shall be informed that proof of identity and eligibility to work in the United States will be required upon hire. A list of acceptable documents will also be described and/or mailed to the candidate.

The Appointing Authority or designee will ensure that the candidates' documents are verified by Human Resources no later than three working days after the commencement of employment. All new employees hired by the County will be required to complete INS Form I-9. These forms will be maintained in the Human Resources Department.