

I-9 Employment Eligibility and Verification Compliance Policy

Effective with employees hired after November 6th, 1986, the Immigration Reform and Control Act of 1986 (IRCA) requires employers to complete Form I-9 for each person who is hired to work in the United States.

New Hartford Public Library is committed to complying with federal laws and regulations concerning verification of employment eligibility and record keeping for employees hired to work in the United States.

To assure compliance, New Hartford Public Library will complete the I-9 form on the first day of employment. The new hire will not be allowed to work until the form is completed fully and accurately to the best of our knowledge.

Approved: October 17, 2018