



Medina County Policy Manual



Policy: Employment Verification: I-9	Section: Employment	Number: 2.040
Issued: 09/17/07	Reviewed/Revised:	Page #: 1 of 2

I. Overview

- A. In accordance with the Immigration Reform and Control Act of 1986 ("IRCA"), the Medina County Board of Commissioners must verify employment eligibility of its employees. Employment eligibility must be documented and retained using the federal [Employment Eligibility Verification](#) (I-9) form (*Adobe Acrobat Reader required to open*).
- B. The I-9 form specifies exactly which documents are acceptable for demonstrating both the identity of the person presenting them and that the person is entitled to work in the U.S. An example of a document serving both purposes is a U.S. passport. Alternatively, a photo ID that demonstrates the person's identify (such as a driver's license), can be presented along with a document showing entitlement to work in the U.S. (such as an original birth certificate or certified copy).
- C. The documents used by the employee to substantiate employment eligibility must be inspected for propriety and authenticity by an authorized representative of the County's Human Resources Department who also must sign the I-9 form.
- D. The IRCA does not apply to employees hired prior to June 1, 1987, who have been continuously on the County's payroll since that date.
- E. The Medina County Human Resources Department is responsible for managing this employment verification process for employees whose hiring authority is the County Board of Commissioners. The Human Resources Department is located in the County Administration Building, 144 N. Broadway Street, Room 206,.
- F. The federal government imposes serious penalties on employers that don't conform to these regulations. Any employee, who receives remuneration, including non-monetary forms, is required to have a completed INS I-9 form on record with the Medina County Human Resources Department.

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II. Procedure

A. The IRCA stipulates that this employment verification process be completed in person and that verification be completed within three working days of the beginning of employment. Penalties for non-compliance can be significant. The procedures described below enables the Medina County Board of Commissioners to comply with requirements of IRCA.

1. In general, upon acceptance of an offer of employment or within three (3) working days of the beginning of employment, departments must send you to the Human Resources Department to have your employment eligibility verified.
2. Only authorized personnel in the Human Resources Department may sign the I-9 form on behalf of the County.