



## **Terms and Conditions for Employee Manual Clauses**

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## EMPLOYMENT AUTHORIZATION/IMMIGRATION LAW COMPLIANCE

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### *Example 1*

[Company] is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee as a condition of employment, must complete the Employment Eligibility Verification Form (I-9) and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 form with [company] within the past three years, or if their previous I-9 is no longer retained or valid.

If employee has any questions or are seeking more information on immigration laws issues contact the manager on duty. Employees can raise questions or complaint about immigration law compliance without fear of reprisal.

### *Example 2*

[Company] employs only those individuals who are legally authorized to work in the United States. Every new associate will be required, within three days of the date employment begins, to complete the Immigration Reform and Control Act Immigration Verification Form (I-9) and to present documents establishing the associate's identity and authorization to work in the United States. If an associate fails to present a proof of work authorization or use fraudulent documents, he/she will face termination of employment with [company] and could also face civil or criminal penalties.

### *Example 3*

The Immigration Reform and Control Act of 1986 requires all employers to ensure that each one of their employees is authorized for legal employment in the United States. Therefore, [company] will employ only those individuals lawfully authorized for employment. Federal Law requires that each employee hired by [company] complete Section I of the Employment Eligibility Verification Form, commonly known as the I-9 form, on the first day of work and Section II within three working days. Any employee who fails to provide necessary documentation within the first three days after being hired by [company] will be placed on leave without pay until such documents are provided. Failure to do so or providing unlawful documentation will result in immediate termination.

