



## City of Barre Operations Policy

### Immigration Law Compliance 08/25/2017

#### **Purpose**

The purpose of this policy is to establish how the City of Barre's Human Resource (HR) Department will ensure policy compliance with government-mandated policies with regard to Immigration Compliance.

The City of Barre is committed to employing only those 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 before starting work. Any employee with an expiring work authorization must renew the authorization, or the employee will be considered to have voluntarily resigned. Former employees who are rehired must also complete the Form. All offers of employment are subject to the receipt of satisfactory evidence of an employee's authorization to work in the United States.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Human Resources Administrator. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

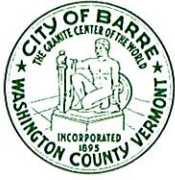
#### **Confidentiality**

All information received by the organization through Immigration Law Compliance policy is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

#### **Communication**

Communicating our Immigration Law Compliance policy to both supervisors and employees is critical to our success. To ensure all employees are aware of their role in supporting our Immigration Law Compliance A Policy:

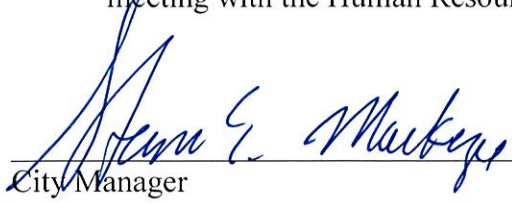
- Posters and brochures will be available at all locations.
- Every supervisor will receive training to help him/her recognize and manage employees with alcohol and other drug problems.
- This policy will be distributed to all current employees in a timely manner upon implementation



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- This policy will be provided to all new employees at their employment orientation meeting with the Human Resources Administrator

  
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City Manager

  
\_\_\_\_\_  
Date