



**Administrative  
Manual  
POLICY**

SECTION

Personnel

SUBJECT

EMPLOYMENT ELIGIBILITY  
VERIFICATIONSCOPE

The purpose of this policy is to permit the City of Baltimore, a recognized public employer, to discharge its obligations under the Immigration Reform and Control Act of 1986, hereafter referenced as "IRCA." The City is required as an employer to inspect and verify documentation which establishes both the identity and the employment authorization of every new employee regardless of circumstances. Therefore, all new hires must submit a document or combination of documents to satisfy that they are not unauthorized aliens.

IMPLEMENTATION

Effective June 1, 1987, every agency head is responsible for implementation of this policy and is designated as employer for purposes of compliance with "IRCA." Affected by this policy are:

- 1) All employees entering service after June 1, and
- 2) All employees who entered service subsequent to November 6, 1986 but before May 30, 1987.

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Failure to comply with the requirements of this policy and "IRCA" will result in certain sanctions imposed upon the City of Baltimore.

ATTESTATION REQUIREMENT

For purposes of complying with "IRCA," the Immigration and Naturalization Service is requiring a completed EMPLOYMENT ELIGIBILITY VERIFICATION Form (28-1418-5014) be on file for all employees subject to this policy. This form is retained by the Bureau of Payroll and Disbursement. On this form the employee and employer must attest: that the documentation cited establishes the hiree's identity; that the documentation cited authorizes the hiree to work; that the documentation establishes the hiree is not an illegal alien. Both employer and employee must attest to the documentation under penalty of perjury.

Employee Entry Processing

Commencing June 1, 1987

Under the terms of this policy, the required Employment Eligibility Form must accompany each entry ticket for an employee entering service on or after June 1, 1987. An entry ticket can not be processed without the completed form. The

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documentation used to verify the hiree's identity and authority to work should be photocopied and retained at the agency level.

If an individual is unable to provide the required document or documents within the time periods specified, the individual must present a receipt for the application of the document or documents within three days of the hire and present the required document or documents within 21 days of the hire.

Subsequent to November 6, 1987

Not later than July 25, 1987, an agency head must have inspected necessary documentation, completed the form and submitted it on all new agency entries subsequent to November 6, 1986 and inclusive of May 30, 1987.

A control roster containing a listing of all individuals entering during this time period within payroll location will be directed to each agency head by the Bureau of Payroll and Disbursements. If an employee's name appears on the control roster but has terminated service with the City of Baltimore, then indicate the cut-off date on the control roster next to the name. The control roster and required form(s) must be returned to the Bureau of Payroll and Disbursements.

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Photocopies of the documentation used in completing the form(s) should be retained at the agency level.

ACCEPTABLE VERIFICATION:

(A) The following documents are acceptable to evidence both identity and employment eligibility:

- (1) United States Passport;
- (2) Certificate of United States Citizenship, INS Form N-560 or N-561;
- (3) Certificate of Naturalization, INS Form N-550 or N-570;
- (4) An unexpired foreign passport which:
  - . contains an unexpired stamp therein which reads, "Processed for I-551. Temporary Evidence of Lawful Admission for permanent residence. Valid until \_\_\_\_\_. Employment authorized." or
  - . has attached thereto a Form I-94 bearing the same name as the passport and contains an employment authorization stamp, so long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the EMPLOYMENT ELIGIBILITY VERIFICATION Form.
- (5) Alien Registration Receipt, INS Form I-551, provided that it contains a photograph of the bearer;
- (6) Temporary Resident Card, INS Form I-688;
- (7) Employment Authorization Card, INS Form I-688A.

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(B) The following documents are acceptable to establish identity only;

(1) a state-issued identification card containing a photograph. If the driver's license or identification card does not contain a photograph, identifying information should be included such as: name, date of birth, sex, height, color of eyes, and address;

. School identification card with a photograph;

. Voter's registration card;

. U.S. military card or draft record;

. Identification card issued by federal, state, or local government agencies or entities;

. Military dependent's identification card;

. Native American tribal documents;

. United States Coast Guard Merchant Mariner Card;

. Driver's license issued by a Canadian government authority;

(C) The following are acceptable documents to establish employment authorization only:

(1) A social security number card other than one which has printed on its face "not valid for employment purposes";

(2) An unexpired reentry permit, INS Form I-327;

(3) An unexpired Refugee Travel Document, INS Form I-551;

(4) A Certification of Birth issued by the Department of State, Form DS-1350;

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- (6) An original or certified copy of a birth certificate issued by a state, county, or municipal authority bearing a seal;
- (7) An employment authorization document issued by the Immigration and Naturalization Service;
- (8) Native American tribal document;
- (9) United States Citizen Identification Card, INS Form I-197;
- (10) Identification card for use of resident citizen in the United States, INS Form I-179.

Record-Keeping Requirements

The EMPLOYMENT ELIGIBILITY VERIFICATION Form must be retained by the Central Payroll section for three (3) years or one (1) year after an employee subject to this policy terminates if that service has been two (2) years or less. The same retention requirement applies to photocopies of the documentation retained at the agency.

Employment of Minors

For information on hiring minors in compliance with "IRCA," contact the Administrative Manual Section at 396-5315.

Hiring Previously Employed Individual

When hiring an individual who has been previously employed and where the required EMPLOYMENT ELIGIBILITY

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VERIFICATION Form has been completed and the verification requirements met, the employer is to inspect and revalidate the previously completed form and supporting documentation. If it is determined that the information contained in the file remains valid, then new verifications need not be obtained. In processing the entry ticket, the employer must attach a copy of the original certified EMPLOYMENT ELIGIBILITY VERIFICATION Form or must execute a duplicate completed form.