

**SUBJECT: FORM I-9 VERIFICATION**

Purpose: The City of Madison is committed to ensuring that all of its employees are legally authorized to work in the United States.

Procedure: Form I-9 is the document used to verify an individual's identity and employment eligibility. Both the employee and the employer complete Form I-9. The employee completes section 1 at the time of hire either prior to or on the first day of work. The employer completes section 2 within three (3) business days of employees first day of work. For a step by step explanation of what the employer must do to meet his or her responsibilities under the law please see the USCIS *Handbook for Employers, Instructions for Completing Form I-9* at: [www.uscis.gov/files/form/m-274.pdf](http://www.uscis.gov/files/form/m-274.pdf).

**BEGINNING JANUARY 1, 2012, THE CITY OF MADISON WILL NO LONGER REQUIRE OR ALLOW COPIES OF I-9 VERIFICATION DOCUMENTS. PLEASE DO NOT MAKE COPIES OR SEND COPIES OF ANY I-9 VERIFICATION DOCUMENTS TO THE HUMAN RESOURCES DEPARTMENT AFTER JANUARY 1, 2012.**

The City of Madison does not sponsor individuals not legally authorized to work in the United States who are seeking work authorization.

**Permanent and Limited Term Employees:** The Human Resources Department will be responsible for collection and verification of Form I-9 for all employees appointed to permanent or LTE positions during the new employee benefits orientation.

**Seasonal, Hourly, and Stagehand Employees:** Hiring Authorities within each agency shall be responsible for the collection and verification of Form I-9 for all seasonal, hourly and stagehand employees. Agencies should not keep copies of these documents and all originals should be sent in a confidential manner or hand delivered to the City Human Resources Department.

**Reverification and Rehiring:** When an employee's temporary employment authorization expires or when an employee is rehired following a break in service (defined as one year for purposes of this APM), a new Form I-9 should be completed in the same manner as described above.

**Accommodations:** If an employee cannot complete Section 1 without assistance or if s/he needs Form I-9 translated, someone may assist him or her. The preparer or translator must read the form to the employee, assist him or her in completing Section 1, and have the employee sign or mark the form in the appropriate place. The preparer or translator must then complete the Preparer/Translator Certification Block on form I-9.

Authority: The Human Resources Director shall maintain and interpret this APM.



Paul R. Soglin  
Mayor

APM No. 2-47  
January 2, 2012