



Unified Government Human Resources Guide

Effective 04-01-05

IMMIGRATION AND NATURALIZATION

- I. General: The Unified Government employs only persons who are eligible under federal immigration and naturalization laws.
- II. Policy
 - A. The Unified Government complies with federal immigration laws which require all employers to prove that only eligible persons are employed.
 - B. Federal Law requires employers to verify employment eligibility of individuals on a form approved by the Attorney General.
 1. The forms used will be those required by the U. S. Department of Justice, Immigration and Naturalization Service.
 2. The documents required to verify the individual's right to employment will be those required by the Immigration and Naturalization Service.
 - C. The documentation furnished by employees will be kept in the Human Resources Department.