

PERSONNEL 3.0

Employee Practices -- 3.7

Employment Eligibility Verification -- 3.7.d

Date December 31, 1998

Issued:

Date Last March 23, 2001

Revised:

Signature:



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POLICY

An Employment Eligibility Verification Form, with copies of appropriate supporting documentation, must be filed on all employees prior to the time the employee reports to work. All employees hired into the Bureau of Health Services on or after November 7, 1986, must have a completed Employment Eligibility Verification form and supporting documentation in their personnel file.*

APPLICABILITY

This policy applies to Local Health Department, Regional and Central Office employees responsible for hiring personnel.

PURPOSE

To establish the identity and employment eligibility of all employees.

NECESSARY FORM

Employment Eligibility Verification, Form I-9

OFFICE OF PRIMARY RESPONSIBILITY

Office of Human Resources, Department of Health, (615)741-6350