

County of Cumberland Board of Chosen Freeholders	Policy Number: 1.13	Pages: 1 of 1
Chapter: Appointment of Personnel		Effective Date: August 11, 1994
Subject: Immigration Reform and Control Act		

I. POLICY:

Cumberland County Government shall comply with the Immigration Reform and Control Act of November 6, 1986, P.L. 99-603; P.L. 100-525, 1988; P.L. 101-649, 1990 and the U.S. Immigration and Naturalization Service Regulations.

II. DEFINITIONS: NONE

III. PROCEDURE:

- A. The Cumberland County Department of Personnel shall verify the identity and employment eligibility of all new hires prior to being cleared to report for work.
- B. Form #I-9, "Employment Eligibility Verification" shall be properly filled out by the applicant and shall be reviewed and verified by the County Personnel Office.
- C. Documents used to verify employment eligibility & identity shall be attached to Form I-9 and filed separately from the regular personnel folder.