

RiskSAVER

Accident Investigation – Claims & Risk Control Management – Second Injury Fund Programs
RiskSAVER's pledge is to help employers manage the "human side of risk"

Employer's Risk Alert:

From I-9 Completion

As a U. S. employer you are required by law to verify the employment authorization of all workers hired on or after November the first 1986. The federal government requires all U.S. employers to complete a Form I-9 (Employment Eligibility Verification).

Form I-9 must be completed by each newly hired employee in order to demonstrate an employer's compliance with the law.

The Department of Homeland Security, the federal agency responsible for ensuring that only authorized individuals are working in the United States, has increased enforcement of the **Employment Eligibility Verification Act**. *The Homeland security Department is assessing employers with criminal penalties and fines if the employer has not retained or cannot make available a Form I-9 for each employee. An employer can be fined between \$110 and \$1100 for each employee who has not properly completed the form.*

Section 1 of the form must be completed and signed by the employee prior to or on the first day of employment.

Section 2 of the form must be completed and signed by the employer within three business days of the new employees first day of work.

If an employee has not provided you with an **acceptable document** within three business days of his or her first day of work, the employee should not be scheduled for work again until the documentation is provided. Remember that you are required to accept any form of documentation listed in the Form I-9 **Acceptable Documentation List**. *Even though Louisiana is an at will employment state an employee's failure to provide acceptable documentation is not grounds for termination of employment.*

We hope you find this Risk Alert of Value.

Gary W. Kern, B.A., ARM, CWCP
Risk and Claims Management Consultant
Licensed Louisiana Insurance Adjuster
gary@risksavers.com