

Procedure Title:**EMPLOYMENT****PROCEDURE NUMBER: 1-0-7****Policy Title:****Immigration Law Compliance****Effective Date:**

2/1/2003

Revision Date:

1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

PROCEDURE:

1. Keystone is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.
2. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are re-hired must also complete the form if they have not completed an I-9 with Keystone within the past three years, or if their previous I-9 is no longer retrained or valid.
3. Employees with questions or seeking more information on immigration law issues are encouraged to contact the Human Resources Department. Employment may raise questions or complaints about immigration law compliance without fear of reprisal.

NOTES: