

Warren-Newport Public Library District **Staff Manual**

107 Immigration Law Compliance

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The Warren-Newport Public Library District (WNPLD) is committed to employing only United States citizens and noncitizens who are authorized to work in the United States. WNPLD does not unlawfully discriminate on the basis of citizenship or national origin.

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 rehired must also complete the form if they have not completed an I-9 with WNPLD within the past three (3) years, or if their previous I-9 is no longer retained or valid.

Employees who have questions or who desire more information on immigration law issues are encouraged to contact the Executive Director. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.