

TO: Thomas Frutchey, City Manager

FROM: Meg Williamson

SUBJECT: E-Verify Pilot Program Status

DATE: August 16, 2016

NEEDS: For the City Council to receive and file this report acknowledging (1) the completion of the City's 6-month pilot of the optional E-Verify program when hiring new City employees and (2) the City's commitment to fully incorporate the E-Verify program in its recruitment and hiring process going forward.

FACTS:

1. Nationwide, the Form I-9 process is mandatory to document verification of an employee's eligibility to work legally within the United States. The City has continuously utilized the I-9 process to verify employment eligibility consistent with federal regulations since its inception in 1986.
2. The Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA) directed the Attorney General to establish pilot programs to ensure efficient and accurate verification of any new employee's eligibility for employment. The basic pilot program, known as E-Verify, allows employers to electronically compare information from an employee's Form I-9 to data from the U.S. Department of Homeland Security (DHS) and Social Security Administration (SSA) records, to confirm employment eligibility.
3. At the November 17, 2015 Council meeting, Council directed staff to implement the use of E-Verify on a trial basis when hiring new City employees.
4. Human Resources Staff underwent the requisite training, registration, and posting requirements to participate in the E-Verify program. On January 8, 2016, the City became fully authorized to use the program. The City has hired 21 employees since then (mostly refilling vacated positions), using the E-Verify program in all cases. In all cases, we received immediate confirmation.

ANALYSIS &

CONCLUSION: The E-Verify program has proven to be user friendly and effective in confirming the integrity of the I-9 process. All potential hires were found to be authorized to work. Staff time was minimal in confirming authorization. Staff is now incorporating the E-Verify program in its recruitment and hiring process going forward.

FISCAL
IMPACT:

There are no membership, enrollment, or maintenance costs associated with the E-Verify pilot program. We cannot predict if the Federal government will require payments or if the City will incur other costs in the future.

OPTIONS:

For the City Council to:

- a. Receive and file this report acknowledging (1) the completion of the City's 6-month pilot of the optional E-Verify program when hiring new City employees and (2) the City's commitment to fully incorporate the E-Verify program in its recruitment and hiring process going forward.
- b. Amend, modify or reject the above option.