

I-9 Form Completion Training Follow-up

March 16 & 17, 2022

The following questions were asked during the live trainings but were not answered due to time constraints or needed additional clarification or research before they could be answered.

Q: Who at the Commission do we work with to get the I-9 filed within 3 days?

A: Kari Kuykendall, HR Management Specialist is the main Commission contact. Lisa Knauf Owen is the backup Commission contact.

Q: Can you clarify how long the I-9 must be retained for an employee?

A: Completed I-9s must be stored by the district on site, but separately from the regular personnel file, for all actively employed persons. The Commission will retain any confirmation of E-verify along with the I-9 received from the district.

If an employee separates from the district within 3 years from the original date of hire, the I-9 must be retained for 3 years from the date of original hire.

If an employee separates from the district after 3 years of employment, the I-9 must be retained for 1 year from the date of separation.