

A-1's Employer Advocate

NEW GUIDANCE AND REQUIREMENTS ISSUED ON FORM I-9 VERIFICATION

On June 30, 2010, U.S. Citizenship and Immigration Services (USCIS) made a public announcement that **employers now have four business days to complete Form I-9.** Contrary to prior guidance found in the earlier version of the *M-274 Handbook for Employers: Instructions for Completing Form I-9*—which provided that Section 2 of Form I-9 must be completed within three business days of the first day of employment—USCIS **clarifies that the employer has until the third business day after the date the employee started work to review original documentation evidencing the employee's identity and employment authorization and to sign Section 2 of the form. Section 1 of Form I-9 must still be completed and signed by an employee on or before the employee's first day of work.** For those employers who use E-Verify, the same deadline applies. While the announcement was phrased as a clarification of existing policy, it represents a surprising new interpretation of a long-standing

rule. On its website, USCIS explains the new “Thursday rule” as follows: “If the employee starts work for pay on Monday, the third business day after the employee started work for pay is Thursday (assuming all days were business days for the employer). The first day the employee starts work for pay is not included in the three business day calculation.”

On July 1, 2010, the Vital Statistics Office of the Commonwealth of Puerto Rico began issuing new, more secure certified copies of birth certificates to U.S. citizens born in Puerto Rico because of a new Puerto Rico birth certificate law. After Oct. 30, 2010, all certified copies of birth certificates issued prior to July 1, 2010, will become invalid. This new law does not affect the U.S. citizenship status of individuals born in Puerto Rico. It only affects the validity of certified copies of Puerto Rico birth certificates.

How will this law impact the Employment Eligibility Verification (Form I-9) process?

New Employees

All certified copies of Puerto Rico birth certificates are acceptable for Form I-9 purposes through Oct. 30, 2010.

Beginning Oct. 31, 2010, only certified copies of Puerto Rico birth certificates issued on or after July 1, 2010, are acceptable for Form I-9 purposes.

Beginning Oct. 31, 2010, if an employee presents for List C a birth certificate issued by the Vital Statistics Office of the Commonwealth of Puerto Rico, the employer must look at the date the certified copy of the birth certificate was issued to ensure that it is still valid.

Existing Employees

Employers must not re-verify the employment eligibility of existing employees who presented a certified copy of a Puerto Rico birth certificate for Form I-9 purposes and whose employment eligibility was verified on Form I-9 prior to Oct. 1, 2010.

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A-1 CONTRACT STAFFING

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Special points of interest:

- ◆ *I-9 Changes*
- ◆ *Group Benefits Alert*

A-1 Contract Staffing

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A-1 GROUP BENEFITS HEALTH INSURANCE UPDATE HEALTH INSURANCE RENEWALS ARE EFFECTIVE 11/1/10

Please be advised the **benefit deduction schedule will change** with the effective date as follows:

Employees paid weekly, premiums will be deducted from 48 paychecks over a 52 week period.

Employees paid bi-weekly, premiums will be deducted from 24 paychecks over a 26 bi-weekly period.

Please direct questions or concerns to the

**A-1 Contract Staffing
Benefits Department**

INJURY PREVENTION FOR AN AGING WORKFORCE

The physical changes associated with aging can affect workers and their level of safety on the job. When injuries arise there are additional factors for concern to include extended recovery times, underlying conditions and degenerative diseases. Given the increasing proportion of older employees, there is no better time to re-evaluate injury prevention measures to keep workers' safe and minimize workers' compensation costs.

With the number of people who work past the traditional retirement age of 65 on the rise, employers must prepare for the influx and safety should be the main concern. Efforts should be focused on developing a workplace that encourages the promotion of good health and productivity and practices and a culture of injury prevention.

**ENCOURAGE AND PRACTICE THE BASIC
INJURY PREVENTION MEASURES**

**RE-EVALUATE YOUR LONG TERM APPROACH
TO ADDRESS THE AGING WORKFORCE**

Slip, Trip and Fall Avoidance

The most common type of accident at work and at home is falling. All of us have experienced or witnessed a close call related to slipping, tripping, or falling. In most cases, these types of accidents can be prevented with some good common sense safety practices and by paying attention to what we are doing. **Good housekeeping, being aware of surroundings, and good work habits are the keys to fall injury prevention.**

Housekeeping is critical to preventing fall-related accidents. When you are working always clean up after yourself and stack materials properly. Keep aisles and walkways clear and free of debris, stock, cords, and any other objects that might cause someone to trip. Immediately clean up spills that cause the floor to become slippery. Wear shoes with slip resistant soles if you work out doors or in any area where conditions are naturally slippery. **Place warning signs in slippery areas to notify visitors or even co-workers who might not be paying attention as they enter the area.**

Use common sense and procedures when walking or working. **Don't push your co-workers in an attempt to horseplay and have a "good time"**. This kind of behavior can result in an injury. If you can not reach something, get the proper climbing aid to enable you to reach it. **Standing on chairs or stacks of boxes is not a safe alternative to a stepladder or other climbing aid.** When traveling up or down stairs, use the handrail and when climbing up or down ladders, maintain 3 points of contact (i.e. both feet and one hand) to maintain stability. **If you must use a ladder in a busy area, have someone "spot" for you.** Having someone there to keep the ladder stable and warn pedestrians entering the area may prevent an injury. Keep work areas, parking lots, etc. well lit and report burned out or damaged lights to your supervisor.

Practice good housekeeping both on and off the job. Be aware of your surroundings and always walk at a speed that will allow you to spot problems and react in time to prevent a fall. Do not take chances or use short cuts that will expose you to the possibility of falling. If you see any condition or practice that might cause an injury, do yourself and your co-workers a favor—Fix it, or if you can't, report it to someone who can.

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