



EQUAL EMPLOYMENT OPPORTUNITY

BULLETIN

CONSTRUCTORS ASSOCIATION OF WESTERN PENNA.



1201 Banksville Road
Pittsburgh, Pa. 15216
Phone: (412) 343-8000

Suggested Routing

- Company Management
- Field Supervision
- EEO Officer/Coordinator

EEO Bulletin # 5-09

April 2, 2009

TO: CAWP/H2AP Contractors

FROM: Jason M. Koss, CSP, Director of Industry Relations

RE: **New I-9 Form required starting April 3, 2009**

Beginning on April 3, 2009, employers will be required to use a new I-9 form to verify the employment eligibility of newly hired employees and employees with expiring employment authorizations, according to the Department of Homeland Security's U.S. Citizenship and Immigration Services (USCIS).

PURPOSE OF FORM:

All U.S. employers are responsible for completion and retention of Form I-9 for each individual** they hire for employment in the United States. This needs to be done for all new employees. Employers are not required to complete the new I-9 Forms for existing employees. On the form, the employer must verify the employment eligibility and identity documents presented by the employee and record the document information on the Form I-9 on or before the first day of starting to work.

WHAT FORM:

The old edition of Form I-9, dated 06/05/2007, will no longer be valid for use with new hires; the new edition of Form I-9, with an expiration date of June 30, 2009 and a revision date of February 2, 2009, should be used. A new Form I-9 and additional forms are available for download from the USCIS website at <http://www.uscis.gov/I-9>

WHERE TO FILE:

Form I-9 must be kept by the employer either for three years after the date of hire or for one year after employment is terminated, whichever is later. The form must be available for inspection by authorized government officials.

** Including Union Employees

This EEO Bulletin may be downloaded at www.cawp.org under EEO. If you have any questions, please call the Association office at (412) 343-8000.