
State of Oregon LEGISLATIVE BRANCH PERSONNEL RULES

Legislative Branch Personnel Rule 7: Documents Required for Employment

APPLICABILITY: This rule applies to all paid employees of the Legislative Branch, except that this rule applies to members of the Legislative Assembly only insofar as a member serves as the appointing authority of personal staff.

(1) **Purpose.** The purpose of this rule is to ensure that all legal documents required for employment in the State of Oregon, and all information requested by the Legislative Branch, is being provided prior to employment as a paid employee of the Legislative Branch.

(2) **Required Documents.**

(a) **Employment Eligibility Verification (I-9) Form.**

Each appointing authority is responsible for ensuring that each new employee completes a Form I-9 “Employment and Eligibility Verification” at the time of hire. A new employee shall provide documents that establish both identity and employment eligibility of the employee from a list of acceptable documents as determined under federal law. The identification must be viewed and recorded on the Form I-9 by Employee Services staff, except that a member may view and record on Form I-9 the documentation being furnished by personal staff that is employed in the legislator’s district office. The member shall furnish the completed Form I-9 to Employee Services within three working days as required by federal law.

Employee Services shall retain completed Forms I-9 for three years after the date of hire or one year after the date employment ends, whichever is later.

(b) **Employment Application.** Each person who seeks to be an employee of the Legislative Branch shall submit an employment application form.

An employee who is hired without using the State of Oregon on-line application system shall complete and sign a hard copy of the application form. A resume may be attached to the application. The appointing authority shall submit the completed application form of a new employee no later than five days after employment commences.

(c) **Emergency Contact Information Form.** Each employee shall provide information regarding whom to contact in the event of an emergency by completing an Emergency Contact Information Form and providing the completed form to Employee Services. The employee shall ensure that the emergency contact information reported remains up-to-date. The employee shall provide Employee Services with a copy of the completed form within

five days of employment and within five days of any revision of the information.

(3) Process to Obtain I-9 Missing Documents.

(a) Employee Services will inform the employer of the required employment documents prior to hiring staff:

- When the employer contacts Employee Services to recruit new staff.
- When the employer contacts Employee Services to schedule the new employee for on-boarding.
- On the due date (three days after hire) if the employee fails to provide the necessary documents.

(b) If the employer fails to complete the required documents by the deadlines listed above, the appropriate agency head, parliamentarian or leadership/caucus office will be notified that employment documents have not been completed and that the employee is not authorized to be employed until the mandatory employment documentation is received.

(c) Once the employee has completed the required employment documentation, the employee will be eligible for employment.

Approved December 10, 2014