

**LEGISLATIVE RULE
TITLE 42
DIVISION OF LABOR**

**SERIES 31
VERIFYING THE LEGAL EMPLOYMENT STATUS OF WORKERS**

§42-31-1. General.

1.1. Scope. — This rule is for the enforcement of the Verifying Legal Employment Status of Workers Act, W. Va. Code §21-1B-1, *et seq.* Employers in West Virginia are responsible for verifying the legal employment status of their employees, and for properly reporting their employment status to appropriate government agencies. Employers may not hire unauthorized or undocumented employees and may be subject to criminal penalties for doing so. The purpose of this rule is to clarify an employer's record-keeping responsibilities for the verification of employees' legal employment status, and actions by the Commissioner against an employer in violation of the Act's requirements.

1.2. Authority. -- W. Va. Code §21-1B-3.

1.3. Filing Date. - April 22, 2015.

1.4. Effective Date. - July 1, 2015.

§42-31-2. Application and Enforcement.

2.1. Application. This rule applies to all employers who have employees working in the State of West Virginia.

2.2. Enforcement. The enforcement of this rule is vested with the West Virginia Division of Labor.

§42-31-3. Definitions.

3.1. The "Act" means the Verifying Legal Employment Status of Workers Act, W. Va. Code §21-1B-1, *et seq.*

3.2. "Business days" means, for purposes of the Act and this rule, any day other than Saturday, Sunday, or any legal holiday as set forth in W. Va. Code §2-2-1.

3.3. "Central record-keeping location" means the location where employment records are customarily maintained by the employer.

- 3.4. "Commissioner" means the Commissioner of the Division of Labor or his or her duly authorized representatives.
- 3.5. "Division" means the West Virginia Division of Labor.
- 3.6. "Employee" means any individual employed by an employer.
- 3.7. "Employ" means to hire, suffer, or permit to work for compensation.
- 3.8. "Government agency" means, for purposes of the Act and this rule, any agency of the United States, a state, or a political subdivision of a state.
- 3.9. "Place of employment" means an employer's headquarters, central record-keeping location, or site of work.
- 3.10. "Proof of legal employment status" or "authorization to work" means the documents required by the Commissioner for the purpose of verifying an employer's compliance with the provisions of the Act.
- 3.11. "Seventy-two hours" means, for purposes of the Act and this rule, three business days.
- 3.12. "Unauthorized worker" means a person who does not have the legal right to be employed or is employed in violation of the Act and this rule.
- 3.13. "Undocumented worker" means an employee for whom an employer does not have the records required by the Act and this rule.
- 3.14. "Willfully" means, for purposes of this rule, an employer who voluntarily, knowingly, deliberately or intentionally disregards the provisions of the Act.
- 3.15. "Valid document" means a document that is unexpired on the date the employee was hired.

§42-31-4. Employer's Responsibility to Verify Employees' Legal Employment Status; and Employment of Unauthorized or Undocumented Workers Prohibited.

- 4.1. An employer shall verify all employees' legal employment status prior to their first day of employment or prior to entering into a contract for employment of any individual.
- 4.2. An employer shall not knowingly hire or continue to employ an unauthorized or undocumented worker.

§42-31-5. Record-keeping Requirements; and Content of Records.

5.1. An employer shall maintain a written record of the name and address of each employee, the employee's rate of pay, hours of employment, payroll deductions, and amount of net pay for each pay period.

5.2. In addition to the requirements of subsection 5.1 of this rule, an employer shall document proof of each employee's legal employment status. The following documents shall be accepted as proof of an employee's legal employment status:

5.2.1. A valid social security card;

5.2.2. A valid immigration or non-immigration visa including photo identification;

5.2.3. A valid birth certificate;

5.2.4. A valid passport;

5.2.5. A valid photo identification card issued by a government agency;

5.2.6. A valid permit issued by the United States Department of Justice;

5.2.7. A valid work permit or supervision permit issued to a minor child under the age of 18 years and authorized by the Division; or

5.2.8. Any other valid document providing evidence of legal employment status in the United States.

5.3. An employer shall preserve each employee's records for a period of at least 2 years after the employee has separated from employment.

§42-31-6. Records to be Open or Produced for Inspection by the Commissioner; and Notice to Produce Records.

6.1. An employer shall keep employee records in a safe and accessible manner at the place or places of employment, or at one or more established central record-keeping offices where the records are customarily maintained.

6.2. During the course of an investigation to determine an employer's compliance with the Act and this rule, the Commissioner may ask an employee his or her name and the name of his or her employer.

6.3. An employer shall permit the Commissioner to inspect employee records required by the Act and this rule at reasonable times for examination, copying, photographing or otherwise reproducing in order to determine an employer's compliance with W. Va. Code §§21-1B-3 and 4.

6.3.1. If employee records are kept and maintained at a work site, an employer shall make all records required by this rule available to the Commissioner immediately.

6.3.2. If all employee records are not immediately available, the Commissioner shall issue a "Notice to Produce Records or Documents" to the employer or to the individual designated by the employer to be in charge of the work site.

6.4. If employee records are kept and maintained at the place of employment other than the individual designated by the employer to be in charge of the work site.

6.5. Upon issuance by the Commissioner of a "Notice to Produce Records or Documents," the employer shall produce the required records or documents within 72 hours or 3 business days after receipt of the notice.

6.6. Upon a written request by an employer, and for good cause shown, the Commissioner may consider a time-limited waiver of the 72 hour or 3 business day time frame.

6.7. Upon a determination by the Commissioner that any employee's documents are invalid or incomplete, the Commissioner shall immediately provide written notification to the employer.

§42-31-7. Issuance of a Citation for Employer's Failure to Produce Required Records or Documents.

7.1. If an employer fails to respond to a "Notice to Produce Records or Documents" or otherwise fails to produce the records or documents required by the Act and this rule within the time frames set forth in section 6 of this rule, the Commissioner may issue a "State of West Virginia Uniform Citation."

7.2. If the Commissioner issues a State of West Virginia Uniform Citation, he or she shall promptly file it with a magistrate or circuit court in the county where the employer's violation occurred.

§42-31-8. Confirming the Validity of an Employee's Legal Employment Status; Limitations on the Use of Confidential or Identifying Information.

8.1. The Commissioner may ask the Bureau of Employment Programs, the Division of Motor Vehicles or any other state agency for assistance in confirming the validity of an employee's legal employment status.

8.2. The Commissioner may provide information to the Bureau of Employment Programs, the Department of Motor Vehicles, and any other state agency, for the limited purpose of confirming the validity of an employee's employment legal status.

8.3. The Commissioner shall use any confidential or identifying information obtained for the limited purpose of confirming the validity of an employee's legal employment status.

8.4. Any confidential or identifying information shall be redacted or otherwise expunged from any permanent record maintained by the Division and prior to any lawful request for the release thereof.