

## Immigrant workers

### When hiring people who come from other countries, best practices in safety can head off costly injuries

Rising levels of immigration over the past decade have brought new opportunities for new arrivals and for employers who hire them. Many reflect a strong work ethic and deep appreciation for the opportunity to do well.

But special challenges arise in the workplace, on both sides—like when a supervisor who speaks only English has an employee who speaks Spanish.

Enlightened employers help language barriers with new communicating. They see it as their non-English-speaking company's best interest. It both production and quality control over the frequent injuries.

Immigration into Midwestern states is expanding the diversity and workforce. Heavily is from Spanish-speaking immigration is also coming from Southeast Asia, Africa and Latin America.

Some immigrants seek higher education in their home countries. Others come as refugees. Others come as temporary workers.

The region's Hispanic population is growing rapidly. The region's Hispanic population demographics of the last decade to the present.

#### Inside—Beware of false identifications when hiring people from other countries

The proportions of immigrant populations in the region that are employed are generally well above national averages. Newer immigrant populations tend to be in lower-paying jobs, just like the native-born population.



# Handbook for Employers

Instructions for Completing Form I-9  
(Employment Eligibility Verification Form)



U.S. Citizenship  
and Immigration  
Services

M-274 (Rev. 04/03/09) N

Department of Homeland Security  
U.S. Citizenship and Immigration Services

**Form I-9, Employment Eligibility Verification**

Read all instructions carefully before completing this form.

**Anti-Discrimination Notice:** It is a violation of Federal law to discriminate on the basis of race, ethnicity, or national origin in the hiring process. This form is required for all new hires, regardless of whether the employee is a citizen, permanent resident, or temporary lawful permanent resident. Employers are responsible for ensuring that this form is completed and retained for each new hire.

**What Is the Purpose of This Form?**  
The purpose of this form is to document that each new hire is authorized to work in the United States.

**When Should Form I-9 Be Used?**  
All employers, federal, state, and local government contractors, and all organizations that have federal contracts or subcontracts, must complete Form I-9.

**Filing Out Form I-9**

**Section 1, Employee:**  
This part of the form must be completed as soon as the new hire begins work, which is the actual beginning of employment. The employee must provide the information requested in Section 1. The employer is responsible for ensuring that Section 1 is completed and properly completed.

**Section 2, Employer:**  
This part of the form must be completed as soon as the employer has received the information requested in Section 1. The employer must provide the information requested in Section 2. The employer is responsible for ensuring that Section 2 is completed and properly completed.

**Section 3, Signature and Date:**  
This part of the form must be completed as soon as the employer has received the information requested in Section 1. The employer must provide the information requested in Section 3. The employer is responsible for ensuring that Section 3 is completed and properly completed.

## Packet includes:

- Memo from SFM
- Immigrant workers *CompTalk*
- Sample job offer and sample job description in English and Spanish
- Department of Homeland Security's *I-9 Employer Handbook* (abridged)
- Latest I-9 form in English and Spanish
- SFM's multilingual hotline handout in English and Spanish

### SAMPLE job offer letter

«Date»

«Employee's Name»  
«AddressBlock»  
«AddressBlock»

Sent by certified mail

Dear «Employee's Name»:

We are pleased to hear of your ongoing recovery from your work-related injury. Everyone here at «Company Name» wishes you the very best and hopes your condition continues to improve.

We would like to offer you this transitional employment position that meets your medical restrictions as defined by your physician in the enclosed medical report. The «Job Title» position is a «Choose between temporary or permanent», «Choose between part-time or full-time» position. You will be working «Choose weekday through weekdays», from «Choose starting time» a.m. to «Choose ending time» p.m. You will be compensated at \$«Dollar amount»/hr, and will continue to be eligible for «Choose any other company benefits».

The «Job Title» description further outlining the duties of the position is enclosed. This job offer is contingent upon your ability to show your eligibility to work in the United States.

«Company Name» is looking forward to your return to work. Please contact me with your questions or denial of this offer within 10 days. Your first day of work in your new position will be «Choose day, Month, Date, Year». Please contact me if you have questions about this job offer. I look forward to hearing from you.

«Coordinator's Name»  
«Coordinator's Title»  
«AddressBlock»  
«AddressBlock»



## SFM's multilingual message line

For non-English speaking injured employees

If you have questions about wage-replacement or medical benefits call (952) 838-2020 or (800) 922-5246.

Leave a message with the following information:

- Name.
- Telephone number.
- Employer's name.
- And the specific question or concern.

Injured employees will be contacted with an answer in their native language.

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**SFM**  
The Work Comp Experts