

## 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 from Spanish-speaking immigrants is also coming from Southeast Asia, Africa and Latin America.

Some immigrants seek higher education and training.

The region's Hispanic population demographics of

**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 younger, just like the



# 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

## 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»:  
I am 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 outlined 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 any other company benefits.

The «Job Description» of the job description further outlining the duties of the position is enclosed. This job offer is dependent 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 acceptance 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»  
«Phone Number»  
«Address»



## 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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ph-94-0210

