



RECEIVING AND MANAGING I-9 INFORMATION FOR PRIESTS

POLICY

I-9 status of priests is determined by the Chancellors' Office upon presentation of the priest's immigration papers when first assigned by the Archbishop to any entity in the Archdiocese. Until I-9 status is determined to be satisfactory and e-verify is completed by HR as per FL law (beginning July 1, 2023) the priest is not eligible to be employed by the Archdiocese or any of its entities. The I-9 status is documented in the Chancellors' Office database and a copy of the documents is retained. The database is regularly reviewed to identify and notify any priest whose I-9 status may be nearing expiration date in order that the currency of documents will be maintained.

Prior to beginning employment the priest presents his immigration paperwork, in person, at the Chancellors' Office at the Pastoral Center of the Archdiocese of Miami. The I-9 form is completed, signed by the Chancellor and sent to Human Resources for e-verification. Once verified, the I-9 form, along with a **color copy of the priest's immigration paperwork**, is maintained (electronically) in the I-9 master file in the Chancellors' office. Original immigration documents are returned to the priest.

An electronic database of demographic and ministry assignment for each assigned priest is maintained. The expiration date of the I-9 paperwork and the type of immigration document is included in the database.

Note: a valid US Passport OR a valid Drivers license AND a Social Security card (with NO conditions listed on it) is required for US citizens; if a passport is presented, the expiration date is included in the electronic database.

Note: a non-citizen provides a photo ID (passport of the home country or FL drivers license) and current US Permanent Resident or VISA or US issued documents to enter the US AND Social Security with conditions for eligibility to work; the expiration date of the Permanent Resident or Visa or US issued documents to enter the country is included in the electronic database.

A benefit statement is provided by the Chancellors' Office to the entity where the priest is assigned. The statement includes documentation of I-9 status and eligibility to be employed. A new priest is not to be added to PAYLOCITY until the parish receives the benefit statement with confirmation that I-9 status is verified.

On a monthly basis, the I-9 expiration date of the priests of the Archdiocese is reviewed and notification sent to any priest whose I-9 is within 6 months of expiration. This notification is copied to the pastor and bookkeeper of the entity where the priest has been assigned. A copy of the e-mail is maintained in the I-9 notification log until the priest provides updated immigration paperwork and the I-9 and, if needed, e-verify status is updated.



RECEIVING AND MANAGING I-9 INFORMATION FOR PRIESTS

If the I-9 is not updated prior to its expiration the entity where the priest has been assigned is notified that the priest is suspended from payroll until I-9 status is again cleared. The pastor, the priest whose immigration paperwork has expired and the bookkeeper are all notified of the suspension of payroll.

Priests who are members of religious Orders who assign their members to serve in the Archdiocese of Miami at the agreement of the Archbishop of Miami are exempt from the I-9 review process as they are not serving as employees of the Archdiocese. No salary is paid by the Archdiocese or its entities to members of the religious Order nor is a W-2 issued to a religious priest.

Initial: July, 2023
Current: August, 2023