



# THE BASESHEET

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VOLUME 18, NUMBER 3 | THIRD QUARTER, 2017



NRCA



WSRCA

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## PRESIDENT'S NOTE

Greetings Members,

**W**E HOPE YOU are enjoying all the weather we've ordered up for you this monsoon; we hear phones ringing off the hook from all over the state! We've finished our summer activities and are getting ready for fall events kicking off at our 48th annual convention in the pines at Little America September 28-30th. [Click here](#) for more information.

Also, don't forget our August events. August 16th, [Back to School Open House](#) to bring the kids school supplies. We will also be honoring our 2017 ARIF scholarship recipients at the event! Let's take you and yours out to the ballpark for our [Member Mixer at the Diamondbacks](#) game on August 25th.

Our new committees are stirring up new excitement and momentum and bringing new young folks into the ARCA family. The **Young Professionals** and **NWIR (National Women in Roofing)** have been getting together and getting things done! Thank you **JASON KILL (ROOFING CONSULTANTS OF AZ)** and **VALORIE MILLER (JBS ROOFING)** and keep up the cheerleading, it's working!

Our apprenticeship training program is also gaining momentum. We are working with **JERRY BROWN (WRECORP)**, chair of the Education and Safety Committee and **JASON KILL**, chair of the Young Professionals, to make this program a reality. We are committed to recruiting and developing new skilled labor and up training our existing employees through this program. The time is now and we need all members to get involved and at the very least keep up with what we are doing. We are here to help YOU!

*Who would you like representing you on the ARCA Board?* Nominations are currently being accepted. (Current Board members need not be re-nominated.)

Of course we have been working hard at insurance, safety, legislation, and more through the summer so make sure you read through this Basesheet for all the pertinent information you need in order to be successful, and if you don't see what you would like, just let us know.

Sincerely,

**RHONDA LANUE, LYONS ROOFING**  
ARCA PRESIDENT

# CopperPoint Discontinues all Association Safety Plans

For longer than any of us care to remember, ARCA has participated in SCF / CopperPoint Association Safety Plan (ASP). As CopperPoint repositions itself as an independent insurer and not a quasi-state underwriter, they have made a decision to discontinue the program, effective July 1, 2017.

To ARCA participants in the program, the change will be transparent. Members' workers compensation coverage will not be affected and premiums should not be impacted. Any safety bonus dividend earned prior to July 1st will also be honored.

The suddenness of this move caught us off-guard and the Insurance Committee will be meeting to evaluate methodologies to ensure our members are getting the best Workers Compensation program available to serve their needs. Please bear with us through this transition period 



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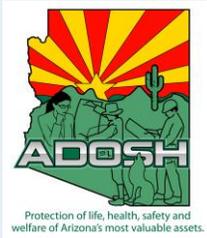
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**JAMES ASHLEY, DIRECTOR**

To whom it may concern,

Please allow me to introduce myself. My name is Bill Warren and I am the Director for the Arizona Division of Occupational Safety and Health (ADOSH). ADOSH oversees workplace safety and health for the State of Arizona that includes, Agriculture, Construction, Manufacturing, Services, and Public Entity. I am writing to inform you about an Alliance group that I have been working with in regard to Residential and Commercial Roofing operations. The Roofers Alliance was formed by the largest roofing contractors in the state so as to create a dialogue between ADOSH, the regulators of safety and health, and the Industrial Commission of Arizona (ICA). The Alliance focuses on safety and health training, the Field Operational Manual, Construction hazards, and ways to increase awareness about fall protection.

The Alliance and I would like to increase the number of companies represented at the meetings, therefore please accept this letter as an invitation to our ongoing meetings. The meetings are held on every third Tuesday of the month at the Phoenix Industrial Commission of Arizona. The meetings start at 9 am and the office located at; 800 West Washington Street, Phoenix, Arizona. The meetings are specifically held in Hearing Room O. Agendas and action items are sent out prior to each meeting.

If you would like to speak to someone about the Alliance, I encourage you to contact myself or my Assistant Director Jessie Atencio. I can be reached at (602) 542-5726 and he can be reached at (602) 921-9778. We are excited about the Alliance and would like to share it with other peers in the industry. So please join me for the next meeting in July!

Sincerely

Bill Warren  
Director, ADOSH



## **TW METAL AND TILE UNDERLAYMENT SELF-ADHERING SHEET MEMBRANE**

TW Metal and Tile Underlayment is well suited for application under metal and mechanically fastened tile roofs where prevention of water penetration is required. This flexible self-adhering rubberized asphalt sheet membrane withstands high-temperature conditions up to 250°F. It can also be left exposed for up to 120 days before application of the metal or tile roof. TW Metal and Tile Underlayment is made with a polymer film on the surface and a treated release film for easy application.

# TW METAL AND TILE UNDERLAYMENT

## SELF-ADHERING SHEET MEMBRANE

### IMPORTANT

This product features a skid resistant and tear resistant surface. This feature does not serve as a substitute for following all proper fall protection procedures in accordance with OSHA regulatory requirements— including the use of personal fall protection devices when working on a roof. Applicator safety is of utmost importance.

### USES

TAMKO® TW Metal and Tile Underlayment is well suited for application under metal and mechanically fastened tile roofs where prevention of water penetration is required.

### FEATURES AND BENEFITS

- Textured surface provides enhanced skid resistance
- Nonremovable selvage film for stronger lap adhesion
- Strong fiberglass reinforcement adds stability during installation
- Split treated release film eases installation
- Meets ASTM D 1970 for nail sealability of self-adhering roofing underlayments
- High-temperature resistance up to 250°F
- Can be left exposed for up to 120 days before application of finished roof
- ICC-ES ESR-2531

### LIMITATIONS

- Membrane should not be applied to damp, frosty or contaminated surfaces
- Membrane should not come into contact with products containing coal-tar pitch
- Membrane should not be used in application with PVC roofing or other products that contain tackifiers, plasticizers or processing oils
- Best applied at temperatures of 40°F and higher

### GENERAL APPLICATION

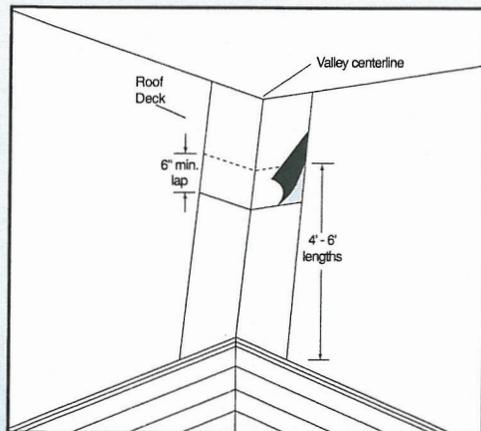
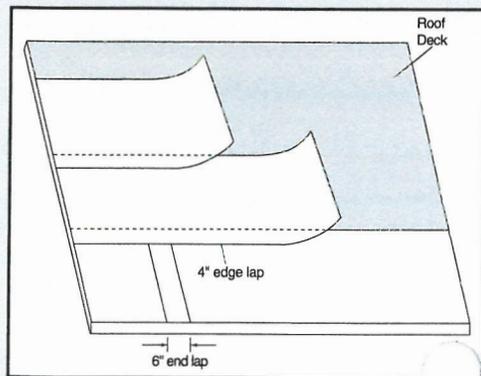
Apply TW Metal and Tile Underlayment from low to high point in shingle fashion so that laps will shed water. Overlap edge seams 4 inches. End seams should be overlapped 6 inches and staggered. Where necessary, the membrane may be unrolled and cut into 10- to 15-foot lengths. Align membrane on lower edges of roof. Remove release film from membrane and press into place. Roll lower edges firmly with a hand roller. "Broom in" installed membrane using an industrial flat broom or squeegee. Bear down on installed membrane with the broom or squeegee to ensure total, even adherence to substrate.

Care should be taken not to damage the surface when brooming.

### VALLEY APPLICATION

Where necessary the membrane may be unrolled and cut into 4- to 6-foot lengths. Peel the release film and center sheet over valley or ridge. Drape and press sheet into place, working from the center of the valley or ridge outward in each direction. For valleys, apply membrane starting at the lowest point and work upward. Overlap all sheets a minimum of 6 inches. Use TW Metal and Tile Underlayment on "closed valley" applications only. Do not leave membrane permanently exposed. Cover with roofing materials.

Provide ventilation when using TW Metal and Tile Underlayment over the entire roof deck. For information on proper application, contact your architect, building contractor, building materials supplier or TAMKO.



### PRODUCT DATA\*

	2 Squires
Roll size	200 sq. ft.
Roll dimensions	39-3/8" x 61'
Thickness	75 mil
Rolls per pallet (37" x 47")	20 rolls

\*All values stated as nominal.

## BUILDING PRODUCTS FOR THE PROFESSIONAL

Tiles can slide during roof loading and until properly fastened. In order to protect TW Metal and Tile Underlayment from damage, care must be taken to ensure stability of stacked tiles. Fasteners and batten strips must be used when installing tiles over TW Metal and Tile. TAMKO requires the fastening of every tile in addition to mortar, adhesive or foam, regardless of the slope. These are TAMKO's minimum requirements. State and local regulations may contain additional requirements.



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This product is covered by a 5-year Limited Warranty. To obtain a copy of TAMKO's Limited Warranty, visit us online at tamko.com or call us at 1-800-641-4691. Information included in this product sheet was current at the time of printing. To obtain a copy of the most current version of this product sheet, visit us online at tamko.com or call us at 1-800-641-4691.  
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## The Roofing Industry Alliance for Progress Announces Scholarship Program Applications are Available



**T**HE ROOFING INDUSTRY Alliance for Progress, a separate but related educational and research organization of NRCA, has announced applications for its Melvin Kruger Endowed Scholarship Program 2018-19 academic scholarships are available.

Scholarship recipients are awarded \$5,000 per year for up to four years of undergraduate study. Eligible applicants include full-time employees of an NRCA contractor or supplier member company or their dependent children or spouses. In addition, applicants must be high school seniors or graduates who plan to enroll or students who are already enrolled in a full-time undergraduate course of study directly related to a career in the roofing industry or building construction at an accredited two- or four-year college, university or vocational-technical school.

Two of the scholarships awarded annually are sponsored by Firestone Building Products, Indianapolis, and require additional qualifications. Applicants for these scholarships must be students who will study and/or have an interest in advancing environmental issues in the construction and roofing industries through new technologies such as recycling, life-cycle analysis, environmental product declarations, reflectivity, vegetative roof systems and photovoltaic systems. A separate

essay also is required.

Other named scholarships that are available include Beacon Roofing Supply Inc.; **Dan Cohen**; Fred Good; William Good; and OMG Roofing Products.

Scholarship recipients will be selected based on academic record; potential to succeed; leadership and participation in school and community activities; honors; work experience; a statement of career goals and aspirations; and an outside appraisal. Financial need is not considered. Applications must be post-marked no later than Jan. 31, 2018. [Click here](#) to download a scholarship application.

For more information, click [here](#) or contact Bennett Judson, the Alliance's executive director, at (800) 323-9545, ext. 7513 or [bjudson@roofingindustryalliance.net](mailto:bjudson@roofingindustryalliance.net). 



The Roofing Industry **ALLIANCE** for Progress



**ARCA to Offer**

## **New Education/ Accreditation Classes**

*By Jerry Brown, WRECORP*

**A** RCA WAS CHALLENGED to institute an education curriculum that would benefit all members. The idea behind the program is to provide education that will benefit the new person just entering the industry along with anyone already in the industry, no matter the experience.

This program will allow each participant to achieve accreditation in his or her field and allow them to grow with the industry, learning other aspects of the roofing trade. These accreditations will allow the workers and the contractors to market themselves showing the rest of the community and industry that they have the education, skill, experience, and knowledge to install roofs that comply with rules and regulations. With this in mind, we have created a program that will meet the industry standards and code requirements.

In the past, a more condensed version of these types of classes has only been available at ARCA's annual convention. Starting in August, these programs will be available in the Phoenix Metro area to all ARCA Members at no charge. Any student, code officer, municipal investigator, or inspector that wishes to learn our trade will also be admitted at no charge. Anyone that is

not a member of ARCA or doesn't fit one of the above classifications will be charged a minimum fee. The first course will be held in August and cover Shingle Application. The course will include classroom training along with hands on training on a mockup roof.

Our ultimate goal is to provide two courses a month, repeating courses as needed to meet demands. 🏠





# 2017 Spring Golf Tournament Results



## FIRST PLACE

<i>Flight 1</i>	<i>Flight 2</i>
Chris Low, Price Kong & Co., CPA's	Scott Morgan, TAMKO;
Brent Beane, Price Kong & Co., CPA's;	Paul Sandomir, TAMKO;
Jeff Mcillece, MidFirst Bank;	Gary Terberg, Rightway Roofing;
Kevin Blackburn, 360 Industrial Services	Kyle Myers K&M Roofing



## SECOND PLACE

<i>Flight 1</i>	<i>Flight 2</i>
Andy Coventry, Beacon/RSG	Dale Nelson, Roofing Consultants of AZ;
Dan Lehman, C&C Roofing;	Jason Kill, Roofing Consultants of AZ;
Mark Schouten, Diversified Roofing;	Mike Klein, Roofing Consultants of AZ;
Greg Marrs, Beacon/Roofing Supply Group	Dan Radney, Roofing Consultants of AZ



## THIRD PLACE

<i>Flight 1</i>	<i>Flight 2</i>
Alfred Khan, Boral;	Buddy Faust, Malarkey Roofing;
George Keeley, RWC Building Products;	Alex Glover, RWC Building Products;
Russ Hyman, Gryphon Roofing;	Jesse Stowell, Five Guys Roofing;
Matthew Santistevens, Specialty Roofing	Jon Stowell, Five Guys Roofing



**Longest Drive Men: Kevin Blackburn**

**Longest Drive Women: Sarah Weiss**

**Closest to Pin Men: Jaren Thomas**

**Closest to Pin Women: Sara Weiss**

**Longest Putt: Gary Terberg**



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# LEGISLATIVE UPDATE

## State of Arizona:

**T**HE SUMMER SESSION on Transaction Privilege Tax (TPT) reform is starting in a predictable manner with the League of Cities and Towns being recalcitrant on all issues. Legislative leadership has agreed to changes and hopefully some middle ground on revenue sharing among the municipalities can be found that's acceptable prior to the start of the 2018 legislative session.

The Registrar of Contractors has agreed in principle to language submitted by ARCA to change the restrictions on the replacement of plywood by roofers. For years the license has restricted more than 96 sq. ft. of replacement (three 4x8 sheets). Rather than seeking legislative approval the replacement language was submitted to the Government Rules & Regulations Committee (GERC) allowing up to 10% of total roof surface area can be replaced by the CR-42 license holder. The public comment period has ended and discussions with the ROC indicate they will continue to pursue the changes because the majority of comments received were overwhelmingly favorable to the changes. If passage is achieved the new sheeting parameters could be in place prior to 2018.

## Federal:

Workforce development legislation is approved by the House. The House approved the Strengthening Career and Technical Education for the 21st Century Act (H.R. 2353), legislation to address future workforce development needs by improving career and technical education (CTE) programs. The bill includes recommendations developed by the roofing industry and allied groups designed to make CTE programs more responsive to employers' workforce development needs. The legislation will expand opportunities for work-based learning, promote the development of industry-recognized credentials and increase funding for CTE programs operated at the state and local level under the federal Perkins Act. These reforms and improvements will provide new opportunities for roofing contractors to address workforce needs in the future. The fate of the bill will now be determined by the Senate, where partisan differences still need to be overcome.

The Occupational Safety and Health Administration (OSHA) proposes to delay implementation of its new electronic recordkeeping reporting requirement. OSHA published a proposed rule that would delay the new reporting compliance component of the Improve Tracking of Workplace Injuries and Illnesses regulation from July 1 to Dec. 1, 2017. The regulation, which was originally issued in May 2016, requires employers to electronically submit injury and illness records to the agency and provides for

OSHA to post the reports online for public inspection. The regulation faces two lawsuits that are currently on hold pending the Department of Labor's review and possible modification or repeal. The roofing industry opposed the regulation due to concerns about the potential misuse of injury and illness reports that are made public and other adverse effects on employer safety programs.

Department of Labor (DOL) moves forward to revamp Obama-era "overtime" regulation. DOL dropped its defense of the Obama administration's "overtime" regulation but indicated it will defend the agency's right to set a salary threshold on who qualifies for overtime pay in the future. If implemented, the regulation would more than double (to \$47,476). The rule was set to take effect last December, but a lawsuit resulted in a preliminary injunction blocking implementation of the regulation. The Obama administration appealed, leaving the Trump administration to decide whether to continue the appeal or drop it.

President Trump Announces nominations to National Labor Relations Board (NLRB). In June, President Trump announced his intention to fill two vacancies on the five-member NLRB. If the president's nominations are confirmed by the Senate, NLRB will have three Republican-appointed members and two Democrat-appointed members, thus shifting power to the Republican side. NLRB issued a series of controversial decisions during the Obama administration that NRCA and other business groups opposed, including changing the long-standing definition of a joint employer, allowing unions to organize employees in micro-unions, and accelerating the time frame for union elections. It is expected that NLRB will be more favorable toward business interests once under Republican control.



## CALLING ALL ARCA MEMBERS UNDER THE AGE OF 45

The Mission of ARCA's Young Roofing Professionals is to introduce and develop the next generation of roofers by uniting our young professionals with our more seasoned experts through networking, volunteering, education and technology within the industry.

Join today by notifying the ARCA  
office via email [arca@azroofing.org](mailto:arca@azroofing.org)  
or calling 602-335-0133

# 2017 ARIF Scholarship Award Winners

**T**HIS YEAR MARKS the eight-year anniversary of the creation of the Arizona Roofing Industry Foundation (ARIF) and the scholarship awards. A record number of applications were received and ten \$2,500 scholarships were awarded to highly worthy students. The ARIF Board has re-designated the scholarships as the **Dan Cohen Memorial Scholarship Fund** as a tribute to the former contractor, ARCA Life Member, and Executive Director of ARCA for a dozen years. 🏠



**BRENNA AGUILAR** will be a senior at the University of Arizona. She is majoring in Physiology & Pre-Medicine with a 3.85 GPA and aspires to be a physician. She is the daughter of **SCOTT AGUILAR** from **EAGLE ROOFING PRODUCTS**.



**JON JABLONSKI** will be a senior at Arizona State University where he has maintained a 3.99 GPA. He is in the Barrett Honors College / W.P. Carrey School of Business where he is pursuing degrees in Finance & Accounting. Jon is a repeat winner of the scholarship. He is the son of **JOE JABLONSKI** from **VERDE INDUSTRIES**.



**DAVID SKOOG** will be a senior at Arizona State University where he has maintained a 3.8 GPA. He has a triple major and will receive degrees in Supply Chain Management, Finance & Entrepreneurship. He is the son of **ERIC SKOOG** from **SUNVEK**.



**ALICIA RIORDAN** is a graduate of Hamilton High School in Chandler where she maintained a 3.6 GPA. She will begin her freshman year at Arizona State University pursuing a degree in Accounting. She is the daughter of **MICHAEL RIORDAN** from **BANKER INSULATION**



**KORI OTERO** is a graduate student at Brown University in Providence, RI where she is studying Public Health.

She had a 3.7 GPA in her undergraduate studies and graduated Magna Cum Laude. She is the daughter of **ARNOLD OTERO** from **ENTERPRISE BANK & TRUST**



**JULIANNA STARKWEATHER** will be a sophomore at the University of Arizona. She is studying Physiology and maintained a 3.2 GPA. This is the second award she has received. She is the daughter of **JEFF STARKWEATHER** from **STARKWEATHER ROOFING**.



**STEPHANIE MILLER** will be a sophomore at Grand Canyon University where she maintained a 4.0 GPA in Biology and Pre-Medicine studies. This is the second award she has received. Stephanie is the daughter of **LARRY MILLER** from **GORMAN ROOFING SERVICES** and **VALORIE MILLER** from **JBS ROOFING**.



**DANIEL HYMAN** is a graduate of Saguro High School where he maintained a 3.65 GPA. He will be attending Arizona State University and pursuing a degree in Pre-Medicine. He is the son of Russ Hyman from Gryphon Roofing. He is the son of **RUSS HYMAN** from **GRYPHON ROOFING**.



**MARK LOONEY** will be a junior at Arizona State University where he will pursue a degree in Engineering. He is a transfer student from the Maricopa Community College system where he maintained a 3.3 GPA while working at JBS Roofing. He is the son of **SCOTT BROWN** from **JBS ROOFING**.



**NATHAN MAYNARD** will be a graduate student at the University of Arizona. Nathan is a four time recipient of the scholarship and maintained a 3.7 GPA in his undergraduate studies and made the Dean's List all four years at the U of A where he majored in both Business & MIS. He is the son of **DONNA MAYNARD** from **ALLIED BUILDING PRODUCTS** in Tucson. 🏠

## New Asphalt Roofing EPDs Will Aid Green Building Projects

*The Asphalt Roofing Manufacturers Association has completed a multi-year effort to develop Environmental Product Declarations for five types of asphalt roofing.*

**W**HEN ARCHITECTS AND specifiers embark on new green building initiatives, they need to validate the environmental aspects of the building materials they use. Environmental Product Declarations (EPDs) are used to provide this information and to support the credibility of environmental claims.

The [Asphalt Roofing Manufacturers Association](#) (ARMA) has completed a multi-year effort to develop EPDs for asphalt roofing systems. These five new documents provide information that building and construction professionals can use both to support environmental aspects of roof systems as part of sustainable building projects and to better understand their impact over time. EPDs are now available for asphalt shingle roofing systems, SBS and APP modified bitumen systems, and built-up roofing systems.

ARMA worked with thinkstep, a sustainability consulting company, and with UL Environment to validate the EPDs. These comprehensive documents outline the environmental attributes associated with the manufacturing of various asphalt-related roofing materials.

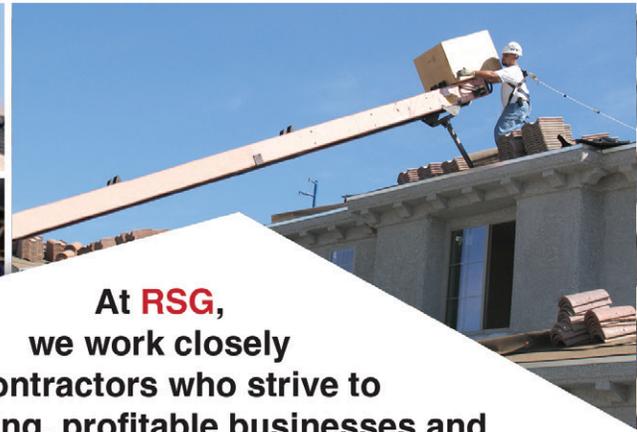
ARMA's development of these five EPDs reflects the continued use and advancement of asphalt roofing materials. In some

cases, these documents are needed to fulfill requirements for green building rating systems and initiatives such as Leadership in Energy and Environmental Design (LEED), Green Globes, and the International Green Construction Code (IgCC).

"As the worldwide building and construction community continues to expand the focus on creating environmentally responsible and resource-efficient building projects, asphalt roofing has a critical role to play," said Reed Hitchcock, ARMA's executive vice president. "ARMA is committed to supporting sustainable building initiatives, and we are proud to provide the industry with this important environmental information."

"These EPDs will help architects and engineers make sustainable choices in roof design," said Amy Ferryman, chair of ARMA's Sustainability Task Force. "Our work to develop these resources helps ensure that the asphalt roofing industry can fully participate in increasingly important green building practices."

The five EPDs from ARMA are now available and can be accessed on [ARMA's website](#). 🏠



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- Triple-checking each order before it leaves our warehouse in order to drastically reduce errors
- Ensuring that deliveries are made in a safe and timely manner and by displaying a personable and professional attitude to your customers.
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*We truly believe success in this industry is shared, and we've helped more contractors launch, build and sustain profitable businesses with unmatched expertise and support.  
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# USCIS Issues New Form I-9, with September 18 Deadline.

By Julie Pace

As you are aware, immigration enforcement is a major priority for the Trump Administration. Work site enforcement and I-9 audits and inquiries by ICE will continue to increase. A new I-9 form was issued. The Company needs to make sure that it is completing the new Form I-9 for every newly hired employee, auditing its I-9 forms, complying with the E-Verify requirements as applicable, and otherwise review and follow the immigration compliance strategies we have previously taught, including on how to respond to SSA and identity theft inquiries. As part of your compliance, you should implement the new I-9 as soon as possible.

On July 17, 2017, USCIS issued a revised Form I-9. **All employers must use the new Form I-9 by September 18, 2017.** The newest version of the Form I-9 is dated 07/17/17 in the bottom left corner, with the expiration date of 08/31/2019 in the top left corner. You can use either the 11/14/2016 or the 07/17/17 Form I-9 through September 17, 2017. On September 18, 2017, however, use only the 07/17/17 Form I-9 and make sure the I-9 is fully complete and section 1 must be completed on the first day an employee works for you.

There were changes made to both the Form I-9 instructions and the Form I-9 itself. Make sure to post the new Form I-9 instructions on the wall where you have your required employment posters. And, have the List A, B and C page available for employees when they complete the I-9 form. Do not ask employees for specific types of documents to complete the I-9 form. Always let the employee choose one document from List A or one document from List B and C.

The changes to the new Form I-9 are minimal. One change is that the old sentence that read employee must complete the Form I-9 “no later than the end of the first day of employment” was changed to read that Section 1 must be completed “no later than the first day of employment. Another change is that on the Form I-9 instructions, the DOJ Office of Special Counsel for Immigration-Related Unfair Employment Practices was changed to the Immigrant and Employee Rights Section

to reflect the new name of the Office of Special Counsel (“OSC OF DOJ”) that was changed on January 18, 2017. This is the government agency that handles discrimination charges if a company is considered overzealous in asking for specific or additional documents, or is discriminatory in how it handles SSN mismatches, or if a company targets or singles out individuals with EAD authorizations or permanent resident cards differently than others.

And, another change is that on the Form I-9, List C on the List of Acceptable Documents, it was revised to add the Form FS-240 Report of Consular Birth Abroad and all the certifications or reports of birth issued by the Department of State were combined into one number on the List of Acceptable Documents. The other List C documents (with the exception of List C) were then renumbered.

Please ensure that the Company implements the new Form I-9 before September 19, 2017. It may also be a good time to conduct an internal I-9 audit and I-9 training to help ensure proper compliance with the immigration, employment verification, and E-Verify requirements, as applicable. Let us know if you want us to complete any I-9s training with booklets and certificates or do any I-9 audits of I-9 forms etc. Please stay vigilant on your internal I-9 audits and ensure your team is trained on completing I-9 forms, avoiding discrimination, know how to respond to government investigations, and are following protocols on responding to police, DES or other third party inquiries about identity issues. Keep safe in the hot summer and take time now to audit your I-9 forms.

The fines have increased significantly. Companies who previously had one audit are likely on the list for a second audit. Those companies who already experienced a second I-9 audit and violations were noted, are likely to see a third audit so it pays to take the time to ensure your I-9s are in compliance. Please let us know if you have any questions or if there is anything we can do to assist you. 🏠

**ABOUT THE AUTHOR** Julie Pace’s practice handles employment law, handbooks, drug and alcohol policies, I-9 and E-Verify compliance, OSHA, independent contractor and alleged misclassification issues with DES and other government agencies, and defends claims of sexual harassment, employment discrimination, retaliation, whistleblower, and wrongful discharge, and against charges by the EEOC or ACRD. She handles matters involving OSHA, ICE, OFCCP, DOL, NLRB, ADA, FMLA, ERISA, ACA, Davis-Bacon, FAR, SCA, government contracts, and wage and hour laws. She regularly provides training to companies and assists with investigations. Julie can be reached at 602.322.4046 or [jp@cavanaghlaw.com](mailto:jp@cavanaghlaw.com)



**Employment Eligibility Verification**  
**Department of Homeland Security**  
 U.S. Citizenship and Immigration Services

**USCIS**  
**Form I-9**  
 OMB No. 1615-0047  
 Expires 08/31/2019

▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Attestation** *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number	City or Town		State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number [ ][ ] - [ ][ ] - [ ][ ][ ][ ]		Employee's E-mail Address		Employee's Telephone Number	

**I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.**

**I attest, under penalty of perjury, that I am (check one of the following boxes):**

<input type="checkbox"/> 1. A citizen of the United States	
<input type="checkbox"/> 2. A noncitizen national of the United States <i>(See instructions)</i>	
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____	
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. <i>(See instructions)</i>	
<p><i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i></p> <p>1. Alien Registration Number/USCIS Number: _____  <b>OR</b>          2. Form I-94 Admission Number: _____  <b>OR</b>          3. Foreign Passport Number: _____          Country of Issuance: _____</p>	
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">           QR Code - Section 1            Do Not Write In This Space         </div>	

Signature of Employee	Today's Date (mm/dd/yyyy)
-----------------------	---------------------------

**Preparer and/or Translator Certification (check one):**  
 I did not use a preparer or translator.     A preparer(s) and/or translator(s) assisted the employee in completing Section 1.  
*(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)*

**I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.**

Signature of Preparer or Translator		Today's Date (mm/dd/yyyy)	
Last Name (Family Name)		First Name (Given Name)	
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*Employer Completes Next Page*



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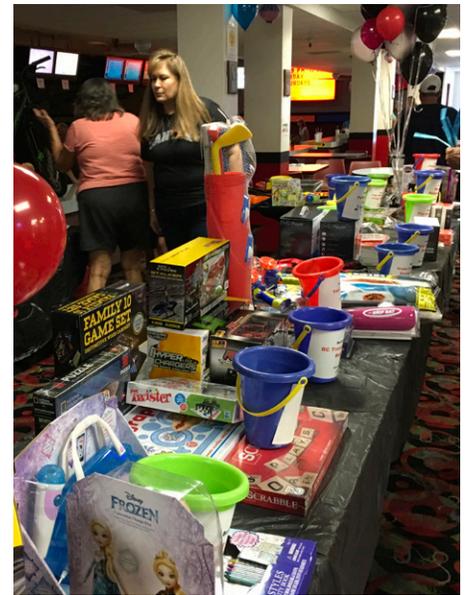


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## YOUTH ON THEIR OWN CHARITY BOWLING TOURNAMENT

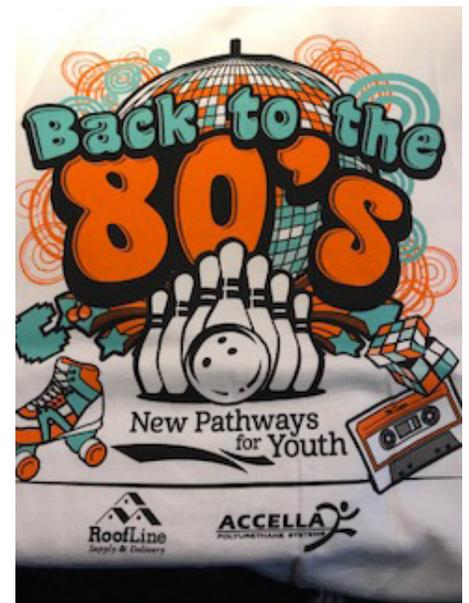
The 14th Annual Tucson Bowling Tournament (“Zombie Apocalypse” theme) raised \$20,600 for Tucson charity Youth On Their Own.





## NEW PATHWAYS FOR YOUTH CHARITY BOWLING TOURNAMENT

The 20th Annual Phoenix Bowling Tournament (“Back to the 80’s” theme) raised \$20,100 for Phoenix charity New Pathways for Youth.





*ARCA 48TH ANNUAL  
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### Coast to Coast Trophies

Kellie Colley // 602-565-1998

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David Harris // 602-684-7837

AUG 11  
8a-4p

**Tile Roofing Installer Certification (PHOENIX)**  
ARCA Office (in the courtyard)  
4745 N. 7th St., Ste. 103 Phoenix, 85014

AUG 16  
4p-6p

**ARCA Open House Supporting Education**  
ARCA Office  
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AUG 24-25  
7a-12p

**OSHA 10-Hour training English (PHOENIX)**  
ARCA Office  
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AUG 25  
5p

**Diamondbacks vs Giants Networking Event**  
Chase Field  
401 E. Jefferson Street Phoenix

SEP 15

**OSHA 10-Hour training English (PHOENIX)**  
ARCA Office  
4745 N. 7th St., Ste. 103 Phoenix, 85014

SEP 28-30

**ARCA 2017 Convention and Trade Show**  
Little America Hotel  
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SEP 30

**Young Pro's Roofing Wars - 2017 Convention**  
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\*Dave Metz - E-las-tek Roof Coatings/ERSystems

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Greg Sachse - Resecō Insurance Advisors, LLC

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Email: gsachse@resecoadvisors.com

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Andy Clarke - Roofing Southwest

\*Pete Schmautz - Star Roofing, Inc.

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Email: daveofdiv7@aol.com

Mary Coultrap - Division Seven Systems

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Email: mecoultrap@aol.com

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David DelNoce - Eaton-Provident Group

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Email: ddelnoce@e-pgroup.com

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John Plescia - Star Roofing, Inc.

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Dave Coultrap - Division Seven Systems

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Email: daveofdiv7@aol.com

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Email: sally@headleeroofing.com

\*Jason Kill - Roofing Consultants of Arizona, Inc.

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*\* contact info can be found on ARCA Board of Directors list (previous page)*

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