

Personnel Duties

The Superintendent shall define the qualifications, duties, and responsibilities of all positions and shall ensure that job descriptions are current and accessible to employees and supervisors.

Posting Vacancies

The Superintendent or designee shall establish guidelines for advertising employment opportunities and posting notices of vacancies, which shall advance the commitment of Jubilee Academic Center (“School”) to equal opportunity employment and to recruit well-qualified candidates. Current School employees may apply for any vacancy for which they qualify.

Applications

All applicants shall complete the application form supplied by the School. Information on applications shall be confirmed before hiring or as soon as possible thereafter.

New Hires

I-9 Forms

The Superintendent or designee shall ensure that an employee properly completes section 1 (“Employee Information and Verification”) on Form I-9 at the time of hire.

The School must verify employment eligibility, pursuant to the Immigration Reform and Control Act, and complete Form I-9 by the following dates:

1. Within three business days of hiring. If the School hires an individual for employment for a duration of less than three business days, the Superintendent or designee must verify employment at the time of hire.

The School shall not be deemed to have hired an individual if the individual is continuing in his or her employment and has a reasonable expectation of employment at all times.

When the School rehires an individual, the Superintendent or designee may, in lieu of completing a new I-9, inspect a previously completed I-9 executed within three years of the date of rehire, to determine whether the individual is still eligible to work.

2. For an individual whose employment authorization expires, not later than the date of expiration.

8 CFR 274a.2.

New Hire Reporting

The School shall furnish to the Directory of New Hires (Texas Attorney General's Office) a report that contains the name, address, and social security number of each newly hired employee. The report shall also contain the School's name, address, and employer identification number.

The School may also provide, at its option, the employee's date of hire, date of birth, expected salary or wages, and the School's payroll address for mailing of notice to withhold child support.

The School shall report new hire information on a Form W-4 or an equivalent form, by first class mail, telephonically, electronically, or by magnetic media, as determined by the School and in a format acceptable to the attorney general.

Deadline

New hire reports are due:

1. Not later than 20 calendar days after the date the School hires the employee; or
2. In the case of the School transmitting reports magnetically or electronically, by two monthly transmissions (if necessary) not less than 12 days nor more than 16 days apart.

New hire reports shall be considered timely if postmarked by the due date or, if filed electronically, upon receipt by the agency. Family Code 234.101–.105; 1 TAC 55, Subch. I.

Exit Interviews and Exit Reports

An exit interview may be conducted, if possible, and an exit report may be prepared for any employee who leaves employment with the School.

Social Security Numbers

It shall be unlawful for the School to deny to any individual any right, benefit, or privilege provided by law because of the individual's refusal to disclose his or her social security number.

Exceptions

The above provision does not apply to:

1. Any disclosure that is required by federal statute. The United States Internal Revenue Code provides that the social security number issued to an individual for purposes of federal income tax laws shall be used as the identifying number for taxpayers;
2. Any disclosure to the School maintaining a system of records in existence and operating before January 1, 1975, if such disclosure was required under statute or regulation adopted before such date to verify the identity of an individual; or
3. Any use for the purposes of establishing the identity of individuals affected by any tax, general public assistance, driver's license, or motor vehicle registration law within the School's jurisdiction.

Statement of Uses

Upon disclosing an employee's social security number, the School shall inform that employee whether the disclosure is mandatory or voluntary, by what statutory authority such number is solicited, and what uses will be made of it.