

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 Heritage Academy to equal opportunity employment and to recruit well-qualified candidates. Current Heritage Academy employees may apply for any vacancy for which they qualify.

Applications

All applicants shall complete the application form supplied by Heritage Academy. 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.

Heritage Academy 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 Heritage Academy 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.

Heritage Academy 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 Heritage Academy 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

Heritage Academy 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 Heritage Academy' name, address, and employer identification number.

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

Heritage Academy 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 Heritage Academy 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 Heritage Academy hires the employee; or
2. In the case of Heritage Academy 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 shall be conducted, if possible, and an exit report shall be prepared for every employee who leaves employment with Heritage Academy.

Social Security Numbers

It shall be unlawful for Heritage Academy 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 Heritage Academy 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 Heritage Academy' jurisdiction.