

POLICIES PERTAINING TO OUR EMPLOYEES

NEW HIRE REPORTING

No later than 20 days after the date of the hire of a new employee, a report that contains the name, address, and Social Security number of the employee and the name, address and employer identification of the school, shall be made to Texas Employer New Hire Reporting, Operations Center, P. O. Box 149224, Austin, Texas 78714-9224, 1-888-TEX-HIRE (839-4473).

Date Adopted: November 4, 2000