

### **REPORT OF NEW HIRES**

In compliance with the provisions of O.R.C. §§3121.89-3121.8911, the Superintendent or designee shall report, in writing, to the Ohio Department of Job and Family Services (“ODJFS”) the hiring, rehiring, or return to work as an employee or contractor of a person who resides, works or will be assigned to work in Ohio and to whom the Board of Education anticipates paying compensation.

For the purposes of this policy, an employee is an individual who provides services to the Board for compensation that is reported as income from wages. A contractor is an individual who provides services to the Board for compensation that is reported as income other than wages and who is an individual, the sole shareholder of a corporation, or the sole member of a limited liability company. A contractor does not include a professionally licensed person who is providing services to the Board under that license, or an individual who will receive less than \$2,500.00 per year under the contract(s) with the Board or a greater amount as determined by the ODJFS.

This report shall be made not later than 20 days after the date on which the Board hires or rehires an employee or contractor or the employee or contractor returns to work, and the report shall include the following:

- A. For each employee, the employee’s full name, address, date of birth, social security number, and date of hire, rehire, or return to work;
- B. For each contractor, the contractor’s name, address, social security or tax identification number, the date payments begin, and the length of time the contractor will be performing services for the Board; and
- C. The Board’s name, address, and federal employer identification number.

The Superintendent or designee may make the required report by submitting a copy of each employee’s W-4 tax form, a form provided by the Department of Job and Family Services, or any other hiring document or data storage device or mechanism the Department authorizes by mail, fax, magnetic or electronic means.

LEGAL REFS: O.R.C. §§3121.89, 3121.891, 3121.892

Adopted: August 10, 2015