

Sec. 1. PERSONNEL DUTIES

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

Sec. 2. POSTING VACANCIES

The Superintendent or designee shall establish guidelines for advertising employment opportunities and posting notices of vacancies, which shall advance the commitment of IDEA Public Schools (“IDEA”) to equal opportunity employment and to recruit well

Sec. 4. NEW HIRES

a) *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.

IDEA 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 IDEA 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.

IDEA 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 IDEA 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 C.F.R. 274a.2(b)(1)(ii, (iii), (vii)-2.6 (rd2d)-4 (1)v1.7 (r)i.3 (i)-43 (i)-4.6 (n)-3/T1 1 Tf11.6 0 Td(Fo.0.207 TdTd()T/P

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