

**MIDDLETON SCHOOL DISTRICT #134
POLICY AND PROCEDURE MANUAL
SECTION 5000 - Personnel**

REPORTING NEW EMPLOYEES POLICY 5000.5

As required by law, Middleton School District will report the hiring or rehiring of any individual to the Idaho Commerce and Labor Department within twenty (20) calendar days of the date the employee actually commences employment for wages or remuneration.

This District will report the hire or rehire of an individual by submitting to the department a copy of the employee's completed and signed United States internal revenue service form W-4 (employee's withholding allowance certificate) or the Department's New Hire Reporting Form. We will ensure that the report (W-1 form or new hire reporting form) contain the following information:

1. The employee's name, address and social security number;
2. The District's name, address and federal tax identification number;
3. The District's Idaho unemployment insurance account number, and
4. The employee's date of hire or rehire.

The report will be deemed submitted on the postmarked date or, if faxed or electronically submitted, on the date received by the Department. If the District files its reports electronically, we will comply with the Department's regulations of such transmissions. A copy of the report will be retained by the District and the copy will set forth the date on which the report was mailed, faxed or electronically transmitted.

The District is not liable to the employee for the disclosure or subsequent use of the information by the department or other agencies to which the department transmits the information.

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LEGAL REFERENCE:

Idaho Code Section 72-1601, *et seq.*

ADOPTED: 06/11/02 (Implementation – July, 2002)

REVISED: 12/12/06