

EMPLOYEE NOTIFICATIONS

A. Purpose and Scope

To provide guidance and direction for administrative personnel on providing employees with notifications required by law or District Policy or Regulations.

B. General

The District shall provide employees with notifications when required by law or by District Policy or Regulations.

C. Forms Used and Additional References

New employee package

D. Procedure

The District shall provide employees with the following notifications and shall obtain signed acknowledgments that the notifications were received when so required by law or by District Policy or Regulations:

1. Legal obligation to report known or suspected instances of child abuse.
2. Oath or affirmation of allegiance required of public employees.
3. Hepatitis B vaccine declination.
4. The District's school bus driver drug and alcohol testing policy, regulations, and related information.
5. Notice of release from position requiring an administrative or supervisory credential.
6. The classified employee's class specification, salary data, assignment or work location, duty hours and prescribed workweek.

EMPLOYEE NOTIFICATIONS (Continued)

7. Information about certificated employee membership in the State Teachers' Retirement System.

Acknowledgments not required by law

1. The district's drug and alcohol-free workplace.
2. The District's nonsmoking policy.
3. Prohibition of sexual harassment.
4. The certificated employee's employment status and salary.
5. State disability insurance rights and benefits.
6. Certificated employee evaluations.
7. Requirements and information pertinent to emergency teaching or specialist permit applicants.
8. Notice of layoff.
9. Derogatory information to be placed in personnel file.
10. Exhaustion of classified employee's paid leave.
11. Notice of charges related to disciplinary action.
12. Notice of intention to dismiss.
13. Students whose actions could constitute grounds for suspension or expulsion, except for possession or use of tobacco.

E. Reports Required

None

F. Record Retention

Signed acknowledgments maintained in employee's personnel file

EMPLOYEE NOTIFICATIONS (Continued)

G. Responsible Administrative Unit

Human Resources

H. Approved By

Associate Superintendent for Human Resources

Legal Reference:

EDUCATION CODE

212.6	Sexual harassment policy
22455.5	STRS information to potential members
22515	Irrevocable election to join STRS
44031	Personnel file contents, inspection
44663	Evaluation and assessment; copy to certificated employee
44916	Written statement of employment status
44940.5 -	
44941	Notification of suspension and intent to dismiss
44949	Cause, notice and right to hearing
44951	Continuation in position unless notified
44955	Reduction in number of employees
45113	Notification of charges
45117	Notice of layoff
45169	Employee salary data
45192	Industrial and accident leave
45195	Additional leave
49079	Notification to teacher

GOVERNMENT CODE

3100-3109	Oath or affirmation of allegiance
8355	Certification of drug-free workplace, including notification

PENAL CODE

11166.5	Employment; statement of knowledge of duty to report
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UNEMPLOYMENT INSURANCE CODE

2613	Notice of rights and benefits
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EMPLOYEE NOTIFICATIONS (Continued)

Code of Regulation, Title 5

80026.1 Information to applicants

Code of Regulations, Title 8

5193 California bloodborne pathogens standard

Code of Federal Regulations, Title 49

382.601 Controlled substance and alcohol use and testing
notifications