

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.
7. Information about classified employee membership in the Public Employee Retirement System.

EMPLOYEE NOTIFICATIONS (continued)

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. Notice of layoff.
8. Derogatory information to be placed in personnel file.
9. Exhaustion of classified employee's paid leave.
10. Notice of charges related to disciplinary action.
11. Notice of intention to dismiss.

E. Reports Required

None

F. Record Retention

Signed acknowledgments maintained in employee's personnel file

G. Responsible Administrative Unit

Human Resources

Human Resources - Classified

AR 4212.9 (b)

EMPLOYEE NOTIFICATIONS (continued)

H. Approved By

Associate Superintendent for Human Resources

Legal Reference:

EDUCATION CODE

- 212.6 Sexual harassment policy
- 44031 Personnel file contents, inspection
- 44940.5-44941 Notification of suspension and intent to dismiss
- 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

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

UNEMPLOYMENT INSURANCE CODE

- 2613 Notice of rights and benefits

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

Regulation Adopted:

TUSD: 9/23/97

Personnel - Exhibit

E 4212.9

SIGNED STATEMENTS

Child Abuse Reporting Requirements

Section 11166 of the Penal Code requires any child care custodian, health practitioner or employee of a child protective agency who has knowledge of or observes a child in his/her professional capacity or within the scope of his/her employment whom he/she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

“Child care custodian” includes teachers; an instructional aide, a teacher’s aide, or a teacher’s assistant employed by any public or private school, who has been trained in the duties imposed by this article, if the school district has so warranted to the State Department of Education; a classified employee of any public school who has been trained in the duties imposed by this article, if the school has so warranted to the State Department of Education; administrative officers, supervisors of child welfare and attendance, or certificated pupil personnel employees of any public or private school; administrators of a public or private day camp; administrators and employees of public or private youth centers, youth recreation programs and youth organizations; administrators and employees of public or private organizations whose duties require direct contact and supervision of children and who have been trained in the duties imposed by this article; licensees, administrators and employees of licensed community care or child day care facilities; headstart teachers; licensing workers or licensing evaluators; public assistance workers; employees of a child care institution including, but not limited to, foster parents, group home personnel, and personnel of residential care facilities; social workers, probation officers or parole officers; employees of a school district police or security department, or any person who is an administrator or a presenter of, or a counselor in, a child abuse prevention program in any public or private school.

“Health practitioner” includes physicians and surgeons, psychiatrists, psychologists, dentists, residents, interns, podiatrists, chiropractors, licensed nurses, dental hygienists, optometrists, or any other person who is licensed under Division 2 (commencing with Section 500) of the Business and Professions Code; marriage, family and child counselors; emergency medical technicians I and II, paramedics, or other persons certificated pursuant to Division 2.5 (commencing with Section 1797) of the Health and Safety Code; psychological assistants registered pursuant to Section 2913 of the Business and Professions Code; marriage, family and child counselor trainees as defined in subdivision (c) of Section 4980.03 of the business and Professions Code; unlicensed marriage, family and child counselor interns registered under Section 4980.44 of the

Personnel - Exhibit

E 4212.9 (a)

SIGNED STATEMENTS (continued)

Child Abuse Reporting Requirements (continued)

business and Professions Code; state or county public health employees who treat minors for venereal disease or any other condition; coroners; paramedics; and religious practitioners who diagnose, examine, or treat children.

I have been informed of the above law and will comply with its provisions.

(Type employee's name below line, requiring signature above)

This statement is a permanent record of the district. The cost of printing, distribution, and filing of these statements is borne by the district.

This subdivision is not applicable to persons employed by child protective agencies, public or private youth centers, youth recreation programs and youth organizations as members of the support staff or maintenance staff and who do not work with, observe, or have knowledge of children as part of their official duties.

Exhibit Adopted:

TUSD: 9/23/97