

HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT

Office of the Assistant Superintendent, Human Resources

To: HLPUSD Employees
From: Jill Rojas
Regarding: 2021-2022 Annual Employee Reminders

This is an annual reminder that your supervisor will provide the following information, which you must review.

Department of Fair Employment and Housing-

DFEH EO7p (**Revised**) - California Law Prohibits Workplace Discrimination and Harassment
DFEH 100-21 (**Revised**) - Family Care and Medical Leave and Pregnancy Disability
DFEH 185 - Sexual Harassment
DFEH EO4p - Transgender Rights in the Workplace
DFEH E09p (**Revised**) - Your Rights and Obligations as a Pregnant Employee

Board Policies and Administrative Directives-

Board Policy/Directive - 1113 District and School Web Sites
Board Policy/Directive - 1311 Civility Policy
Board Policy/**Directive (Revised)** - 1312.3(a) Uniform Complaint Procedure
Board Policy - 3513.3 Tobacco Free School
Board Policy/Directive - 3520 Use of District Computers/Network
Board Policy - 4020 Drug and Alcohol-Free Workplace
Board Policy (Revised) - 4030 Nondiscrimination in Employment
Directive - AR 4031 – Complaints Concerning Discrimination in Employment
Board Policy - 4040 - Employee Use of Technology
Board Policy - 4119.21, 4219.21, 4319.21 Professional Standards & Code of Ethics
Board Policy - 4131.7, 4231.7, 4331.7 Weapons and Dangerous Instruments
Board Policy - 4119.22, 4219.22, 4319.22 Dress and Grooming
Board Policy/Directive (Revised) - 4119.11 Sexual Harassment – Employees
Board Policy - 5131.2 Bullying
Board Policy/Directive - 5141.4 - Child Abuse Reporting
Directive - 5141.52(a) Suicide Prevention
Board Policy/Directive - 5145.7(a) Sexual Harassment – Students
Board Policy - 5145.13 Response to Immigration Enforcement
Board Policy/Directive - 6163.4(a) Internet Use and Safety

Forms and Policies-

District Form - Employee/Student Interaction Notice (*Employee should have a signed copy in personnel file with H.R.*)
District Policy - Board of Education (Guiding Principles/Vision Statement/Board Goals)
District Policy - Employee Responsibilities/Political Activities
District Policy - Employee Safety & Security/Work Related Injuries
District Policy - Absences (Frontline Absence Management & Lesson Plan)
District Policy - Attendance/Employee Use of Technology/Personal Communication Device Usage
District Form - Unsafe and/or Unhealthful Conditions Notification (Form#1115)

Supervisor: Please review each document to be knowledgeable of the District's position in each area prior to discussing with your employees and reproduce and/or post these publications, policies and directives in a highly visible space at your site.

Please contact me if you have any questions or concerns.

Employee: I have been given, read, understand, and agree to comply with the above policies; including my responsibility as a mandated reporter of child abuse.

Employee Printed Name

Employee Signature

Date

(To order copies of this packet please submit a print shop request and reference Form #1870)

July 1, 2021 – Form #1870