



# SANTA PAULA UNIFIED SCHOOL DISTRICT

*Personnel Commission*  
Tommy Sanchez-Reyes, Chair  
Jeff Steiger  
Karen Harrison

Date: October 9, 2023  
To: All Classified Employees  
From: Cynthia Carrillo,  
Executive Director, Human Resources-Classified  
Re: **ANNUAL EMPLOYEE NOTIFICATIONS – 2023-2024 School Year**

The Classified Human Resources Department is required on an annual basis to provide classified employees with the documents listed below. Click on the link to view each notification. These Annual Notifications are required to be provided and reviewed by employees in accordance with E 4212.9, Employee Notifications. These organizational policies affect all of us in the performance of our duties so it is important that you take the time to read each one carefully. In addition to referring to the listed policies, procedures and/or regulations, represented employees are encouraged to refer to their collective bargaining agreement.

### EMPLOYEE NOTIFICATIONS

Sexual Harassment	BP 4219.11	<a href="http://www.gamutonline.net/district/santapaulausd/DisplayPolicy/879257/4">http://www.gamutonline.net/district/santapaulausd/DisplayPolicy/879257/4</a>
Sexual Harassment	AR 4219.11	<a href="http://www.gamutonline.net/district/santapaulausd/DisplayPolicy/1037280/4">http://www.gamutonline.net/district/santapaulausd/DisplayPolicy/1037280/4</a>
Integrated Pest Management	AR 3514.2	<a href="http://www.gamutonline.net/district/santapaulausd/DisplayPolicy/1005030/3">http://www.gamutonline.net/district/santapaulausd/DisplayPolicy/1005030/3</a>
Uniform Complaint Procedure	BP 1312.3	<a href="http://www.gamutonline.net/district/santapaulausd/DisplayPolicy/1075765/1">http://www.gamutonline.net/district/santapaulausd/DisplayPolicy/1075765/1</a>
Uniform Complaint Procedures	AR 1312.3	<a href="http://www.gamutonline.net/district/santapaulausd/DisplayPolicy/1075766/1">http://www.gamutonline.net/district/santapaulausd/DisplayPolicy/1075766/1</a>
Uniform Complaint Procedures	E 1312.3	<a href="http://www.gamutonline.net/district/santapaulausd/DisplayPolicy/1075767/1">http://www.gamutonline.net/district/santapaulausd/DisplayPolicy/1075767/1</a>
Administering Medication and Monitoring Health Conditions	BP 5141.21	<a href="http://www.gamutonline.net/district/santapaulausd/DisplayPolicy/910020/5">http://www.gamutonline.net/district/santapaulausd/DisplayPolicy/910020/5</a>
Administering Medication and Monitoring Health Conditions	AR 5141.21	<a href="http://www.gamutonline.net/district/santapaulausd/DisplayPolicy/994891/5">http://www.gamutonline.net/district/santapaulausd/DisplayPolicy/994891/5</a>
Non-School Employment	BP 4236	<a href="http://www.gamutonline.net/district/santapaulausd/DisplayPolicy/879312/4">http://www.gamutonline.net/district/santapaulausd/DisplayPolicy/879312/4</a>
Employee Assistance Programs	BP 4259	<a href="http://www.gamutonline.net/district/santapaulausd/DisplayPolicy/879361/4">http://www.gamutonline.net/district/santapaulausd/DisplayPolicy/879361/4</a>
Health Care and Emergencies	BP 5141	<a href="http://www.gamutonline.net/district/santapaulausd/DisplayPolicy/854552/5">http://www.gamutonline.net/district/santapaulausd/DisplayPolicy/854552/5</a>
Health Care and Emergencies	AR 5141	<a href="http://www.gamutonline.net/district/santapaulausd/DisplayPolicy/994890/5">http://www.gamutonline.net/district/santapaulausd/DisplayPolicy/994890/5</a>
Tobacco-Free Schools	BP 3513.3	<a href="http://www.gamutonline.net/district/santapaulausd/DisplayPolicy/943790/3">http://www.gamutonline.net/district/santapaulausd/DisplayPolicy/943790/3</a>

Tobacco-Free Schools	AR 3513.3	<a href="http://www.gamutonline.net/district/santapaulausd/DisplayPolicy/854449/3">http://www.gamutonline.net/district/santapaulausd/DisplayPolicy/854449/3</a>
Universal Precautions	BP 4219.43	<a href="http://www.gamutonline.net/district/santapaulausd/DisplayPolicy/879289/4">http://www.gamutonline.net/district/santapaulausd/DisplayPolicy/879289/4</a>
Universal Precautions	AR 4219.43	<a href="http://www.gamutonline.net/district/santapaulausd/DisplayPolicy/879292/4">http://www.gamutonline.net/district/santapaulausd/DisplayPolicy/879292/4</a>
Philosophy, Goals, Objectives and Comprehensive Plans	BP 0410	<a href="http://www.gamutonline.net/district/santapaulausd/DisplayPolicy/854348/0">http://www.gamutonline.net/district/santapaulausd/DisplayPolicy/854348/0</a>
Nondiscrimination in Employment	BP 4030	<a href="http://www.gamutonline.net/district/santapaulausd/DisplayPolicy/1056504/4">http://www.gamutonline.net/district/santapaulausd/DisplayPolicy/1056504/4</a>
Nondiscrimination in Employment	AR 4030	<a href="http://www.gamutonline.net/district/santapaulausd/DisplayPolicy/879166/4">http://www.gamutonline.net/district/santapaulausd/DisplayPolicy/879166/4</a>
Environmental Safety	BP 3514	<a href="http://www.gamutonline.net/district/santapaulausd/DisplayPolicy/854450/3">http://www.gamutonline.net/district/santapaulausd/DisplayPolicy/854450/3</a>
Environmental Safety	AR 3514	<a href="http://www.gamutonline.net/district/santapaulausd/DisplayPolicy/1121900/3">http://www.gamutonline.net/district/santapaulausd/DisplayPolicy/1121900/3</a>
Employee Use of Technology	BP 4040	<a href="http://www.gamutonline.net/district/santapaulausd/DisplayPolicy/1011411/4">http://www.gamutonline.net/district/santapaulausd/DisplayPolicy/1011411/4</a>
Employee Use of Technology	E 4040	<a href="http://www.gamutonline.net/district/santapaulausd/DisplayPolicy/1011412/4">http://www.gamutonline.net/district/santapaulausd/DisplayPolicy/1011412/4</a>

**After reviewing all of the Employee Notifications above, please complete the Acknowledgement of Annual Notifications / Employee Acknowledgement - Use of Technology form.**

**Additional Required Annual Trainings**

*These trainings are required in addition to and outside of this notification.  
You will receive a separate prompt to complete the trainings.*

**Mandated Reporter (AB 1432)  
Child Abuse Prevention  
Sexual Harassment Prevention (SB 1343)**

**ACKNOWLEDGEMENT OF ANNUAL NOTIFICATIONS /  
EMPLOYEE ACKNOWLEDGEMENT – USE OF TECHNOLOGY**

As an employee of the Santa Paula Unified School District, I acknowledge that I have reviewed the Annual Notifications, in accordance with E. 4212.9, and I understand that I am expected to abide by the policies and documents described as well as all policies and statutes.

I have received, read, understand, and agree to abide by this Acceptable Use Agreement, BP 4040 - Employee Use of Technology, and other applicable laws and district policies and regulations governing the use of district technology. I understand that there is no expectation of privacy when using district technology or when my personal electronic devices use district technology. I further understand that any violation may result in revocation of user privileges, disciplinary action, and/or appropriate legal action.

I hereby release the district and its personnel from any and all claims and damages arising from my use of district technology or from the failure of any technology protection measures employed by the district.

Sexual Harassment	BP 4219.11
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Integrated Pest Management	AR 3514.2
Uniform Complaint Procedure	BP 1312.3
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Administering Medication and Monitoring Health Conditions	BP 5141.21
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Non-School Employment	BP 4236
Employee Assistance Programs	BP 4259
Health Care and Emergencies	BP 5141
Health Care and Emergencies	AR 5141
Tobacco-Free Schools	BP 3513.3
Tobacco-Free Schools	AR 3513.3
Universal Precautions	BP 4219.43
Universal Precautions	AR 4219.43
Philosophy, Goals, Objectives and Comprehensive Plans	BP 0410
Nondiscrimination in Employment	BP 4030
Nondiscrimination in Employment	AR 4030
Environmental Safety	BP 3514
Environmental Safety	AR 3514
Employee Use of Technology	BP 4040
Employee Use of Technology	E 4040

Your signature on this form certifies that you received, reviewed, know how to obtain and understand all of the above pertinent information. I agree to comply with all responsibilities of employment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Work Location

**THIS FORM MUST BE RETURNED TO THE CLASSIFIED HUMAN RESOURCES DEPARTMENT  
NO LATER THAN FRIDAY, DECEMBER 15, 2023**

Email to: [classifiedhr@santapaulausd.org](mailto:classifiedhr@santapaulausd.org)

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