



PERSONNEL – CLASSIFIED EMPLOYEES

BOARD POLICY – EMPLOYEE NOTIFICATIONS

BP 4212.9

The County Board of Education and County Superintendent of Schools believe that providing clear communications to staff is essential to establishing a professional, positive work environment and enhancing their job performance. The County Superintendent of Schools or designee shall provide SBCEO employees all notifications required by law and any other notifications that the Superintendent or designee believes will promote staff knowledge of the SBCEO’s policies, programs, activities, and operations.

When required by law, Board policy, or administrative regulation, SBCEO employees shall be asked to sign an acknowledgment indicating receipt of the notification. Such acknowledgments shall be retained in the human resources department.

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the County Superintendent of Schools or designee to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Federal

- 29 CFR 825.300
- 34 CFR 104.8
- 34 CFR 106.9
- 34 CFR 84.205-84.210
- 38 USC 4334

- 40 CFR 763.84
- 40 CFR 763.93
- 41 USC 8101-8106
- 49 CFR 382.113
- 49 CFR 382.303
- 49 CFR 382.601

Description

- Family and Medical Leave Act; notice requirement
- Notice
- Severability
- Drug-free workplace statement
- Uniformed Services Employment and Reemployment Rights Act, notice requirement
- Asbestos inspections, response actions and post-response actions
- Asbestos management plans
- Drug-Free Workplace Act
- Controlled substance and alcohol use and testing notifications
- Post-accident information, procedures, and instructions
- Controlled substance and alcohol use and testing notification

State

- 13 CCR 1234
- 13 CCR 2480
- 2 CCR 11023
- 2 CCR 11035-11051

- 2 CCR 11087-11098
- 5 CCR 4622
- 5 CCR 80303
- 8 CCR 3204
- 8 CCR 5191
- 8 CCR 5194
- Civ. Code 1798.29
- Ed. Code 17612
- Ed. Code 22455.5
- Ed. Code 22461
- Ed. Code 231.5
- Ed. Code 35031
- Ed. Code 35171
- Ed. Code 37616

Description

- [Reports regarding school buses and bus drivers](#)
- [Vehicle idling, limitations](#)
- [Harassment and discrimination prevention and correction](#)
- [Unlawful sex discrimination: pregnancy, childbirth and related medical conditions](#)
- [California Family Rights Act](#)
- Uniform complaint procedures
- Reports of change in employment status, alleged misconduct
- Employees exposed to bloodborne pathogens standard
- Chemical hygiene plan
- Hazard communication
- [District records, specifically - breach of security](#)
- Notification of pesticide use
- STRS information to potential members
- Postretirement compensation limitation
- Sexual harassment policy
- Term of employment
- Availability of rules and regulations for evaluation of performance
- Notice of public hearing on year-round schedule

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| Ed. Code 44031 | Personnel file contents, inspection |
| Ed. Code 44663-44664 | Evaluation of certificated employees |
| Ed. Code 44842 | Reemployment notices, certificated employees |
| Ed. Code 44896 | Transfer of administrator or supervisor to teaching position |
| Ed. Code 44916 | Written statement of employment status |
| Ed. Code 44929.21 | Notice of reelection decision; districts with 250 ADA or more |
| Ed. Code 44929.23 | Districts with less than 250 ADA |
| Ed. Code 44934 | Notice of disciplinary action for cause |
| Ed. Code 44938 | Notice of unprofessional conduct and opportunity to correct |
| Ed. Code 44940.5-44941 | Notification of suspension and intent to dismiss |
| Ed. Code 44948.3-44948.5 | Dismissal of probationary employees |
| Ed. Code 44948.5 | Nonreelection procedures, districts under 250 ADA |
| Ed. Code 44949 | Dismissal of probationary employees |
| Ed. Code 44951 | Continuation in position unless notified, administrative or supervisory personnel |
| Ed. Code 44954 | Nonreelection of temporary employees |
| Ed. Code 44955 | Reduction in number of permanent employees |
| Ed. Code 45113 | Notification of charges, classified employees |
| Ed. Code 45117 | Notice of layoff, classified employees |
| Ed. Code 45169 | Employee salary data, classified employees |
| Ed. Code 45192 | Industrial accident and illness leave for classified employees |
| Ed. Code 45195 | Additional leave |
| Ed. Code 46162 | Notice of public hearing on block schedule |
| Ed. Code 49013 | Complaints regarding student fees |
| Ed. Code 49079 | Notification to teacher, student who has engaged in acts re: grounds suspension or expulsion |
| Ed. Code 49414 | Epinephrine auto-injectors |
| Ed. Code 49414.3 | Administration of opioid antagonist |
| Gov. Code 1126 | Incompatible activities of employees |
| Gov. Code 12950 | Sexual harassment |
| Gov. Code 21029 | Retirement credit for period of military service |
| Gov. Code 54957 | Complaints against employees; right to open session |
| Gov. Code 54963 | Unauthorized disclosure of confidential information |
| Gov. Code 8355 | Certification of drug-free workplace, including notification |
| H&S Code 104420 | Tobacco-free schools |
| H&S Code 120875 | Information on AIDS, AIDS-related conditions, and hepatitis B |
| H&S Code 120880 | Notification to employees re AIDS, AIDS-related conditions, and hepatitis B |
| H&S Code 1797.196 | Automated external defibrillators; notification of use and locations |
| Lab. Code 2800.2 | Notification of availability of continuation health coverage |
| Lab. Code 3550-3553 | Notifications re: workers' compensation benefits |
| Lab. Code 5401 | Workers' compensation, claim form and notice of potential eligibility |
| Pen. Code 11165.7 | Child Abuse and Neglect Reporting Act, notification requirement |
| Pen. Code 11166.5 | Employment, statement of knowledge of duty to report child abuse or neglect |
| Unemp. Ins. Code 2613 | Disability insurance; notice of rights and benefits |

ADOPTED BY COUNTY BOARD:

November 3, 2022