



PERSONNEL – MANAGEMENT AND SUPERVISORY EMPLOYEES

BOARD POLICY – EMPLOYEE NOTIFICATIONS

BP 4312.9

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

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