



FISCAL REPORT

PUBLIC EDUCATION'S POINT OF REFERENCE FOR MAKING EDUCATED DECISIONS

Annually Required Employee Notices

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Local educational agencies (LEAs) are required by state and federal law (including the California Education Code), as well as policies adopted by the governing board, to send mandatory notices to employees on an annual basis. It is also the responsibility of the employer to clearly communicate policies and laws that impact employment and are related to health and safety issues. In cases where notification is mandated by the law or local policy, employees must sign an acknowledgment of receipt of the notification. The acknowledgment of receipt provides verification that the employee has received the mandated information and understands their rights and responsibilities. It is recommended that the human resources (HR) office send the annual legal notices packet in August. For more information regarding the schedule of annual HR duties, see the [Sample Annual Calendar of Essential HR Functions](#) on our Employment Resource Center webpage.

Newly Hired Employees

Employee Notification(s)	Legal Reference
<ul style="list-style-type: none"> Oath or affirmation of allegiance required of public employees 	Government Code Section (GC §) 3102
<ul style="list-style-type: none"> Workers' Compensation benefits 	Labor Code § 3551
<ul style="list-style-type: none"> Disability insurance rights and benefits (and when employee goes on leave for specified reasons) 	Unemployment Insurance Code § 2613
<ul style="list-style-type: none"> Benefits through Family and Medical Leave Act and California Family Rights Act 	Code of Federal Regulations (CFR) 825.300 California Family Rights Act

All Employees Upon Initial Hire and Annually Thereafter

Employee Notification(s) and Training(s)	Legal Reference

<ul style="list-style-type: none"> Uniform complaint procedures, complaints about student fees, and Local Control and Accountability Plan 	<u>Education Code Section (EC §) 49013</u> California Code of Regulations (CCR) § <u>4622</u>
<ul style="list-style-type: none"> District's drug- and alcohol-free workplace available employee assistance programs 	<u>GC § 8355</u> <u>41 United States Code § 8102</u>
<ul style="list-style-type: none"> Use of pesticide product, active ingredients, and Internet address to access information <p>Pest Management Training Required: All school staff using disinfectant wipes and staff who apply or are exposed to pesticides during the course of work must participate in training annually to learn about the safe use of pesticides around children</p>	<u>EC § 17612</u> <u>Senate Bill (SB) 1405 (DeSaulnier, Statutes of 2014.)</u>
<ul style="list-style-type: none"> AIDS and hepatitis B policies and administrative regulations 	Health and Safety Code § <u>120875</u> and <u>120880</u>
<ul style="list-style-type: none"> Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law <p>Mandated Reporter Training Required: All employees are required to complete a mandated reporter training within the first six weeks of every school year and for each new hire within six weeks of their hire date (Assembly Bill [AB] 1432)</p>	Penal Code § <u>11165.7</u> and <u>11166.5</u>
<ul style="list-style-type: none"> Exposure control plan for bloodborne pathogens <p>Bloodborne Pathogen Exposure Training Required: All employees must receive bloodborne pathogens training once each year</p>	<u>CCR § 5193</u>
<ul style="list-style-type: none"> Sexual harassment <p>Sexual Harassment Training Required: Two hours of sexual harassment training must be provided to staff in supervisory positions. Additionally, employers are also required to provide one hour of sexual harassment training to all nonsupervisory staff, including seasonal and temporary employees</p>	<u>EC § 231.5</u> <u>SB 1343 (Mitchell, Statutes of 2018)</u> <u>GC § 12950.1</u>
<ul style="list-style-type: none"> Availability of asbestos management plan; any inspections, response actions, or post-response actions planned or in progress 	CFR <u>763.84</u> and <u>763.93</u>
<ul style="list-style-type: none"> Request for volunteers to administer epinephrine auto-injectors; training to be provided 	<u>EC § 49414</u>

<ul style="list-style-type: none"> Request for volunteers to administer emergency antiseizure medications; training to be provided 	<u>EC § 4.94.68.2</u>
<ul style="list-style-type: none"> District's policy on nondiscrimination and related compliant procedures 	CFR § <u>104.8</u> and <u>106</u>
<ul style="list-style-type: none"> Automated external defibrillators; notification of use and locations 	<u>Health and Safety Code § 1797.196</u>
<p>Title IX Training Required: The recipient must ensure that the persons described in paragraphs (d)(1) through (4) of this section receive training related to their duties under Title IX promptly upon hiring or change of position that alters their duties under Title IX or this part, and annually thereafter. This training must not rely on sex stereotypes.</p> <p>(1) All employees. All employees must be trained on:</p> <p>(i) The recipient's obligation to address sex discrimination in its education program or activity;</p> <p>(ii) The scope of conduct that constitutes sex discrimination under Title IX and this part, including the definition of sex-based harassment; and</p> <p>(iii) All applicable notification and information requirements under §§ 106.40(b)(2) and 106.44.</p>	<u>CFR § 106.8(d)</u>
<p>Workplace Violence Prevention Program Training Required: The employer shall train all employees when the training program is first established, all new employees, and all employees given a new job assignment, and shall train employees whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard, and whenever the employer receives notification of a new or previously unrecognized hazard.</p> <p>The employer shall provide employees with initial training when the plan is first established, and annually thereafter.</p>	<u>SB 553 (Cortese, Statutes of 2023)</u>

Certificated Employees Upon Hire

Employee Notification(s)	Legal Reference
<ul style="list-style-type: none"> Criteria for membership in retirement system; right to elect membership 	<u>EC § 224.55.5</u>
<ul style="list-style-type: none"> Post retirement compensation limitation 	<u>EC § 224.61</u>
<ul style="list-style-type: none"> Employment status and salary 	<u>EC § 44.916</u>

Certificated Employees Annually

Employee Notification(s) and Training(s)	Legal Reference
<ul style="list-style-type: none">• District regulations related to performance evaluations	<u>EC § 35171</u>
<ul style="list-style-type: none">• Copy of employee’s evaluation (30 days before last day of the school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated)	<u>EC § 44,663</u>
<ul style="list-style-type: none">• Notice and description of the unsatisfactory performance (to an employee with an unsatisfactory evaluation)	<u>EC § 44,664</u>
<ul style="list-style-type: none">• Certificated employees that serve students in grades 7-12 to receive at least one hour of training annually on LGBTQ+ cultural competency <p><u>Effective 2025-26 school year</u></p>	<u>AB 5 (Zbur, Statutes of 2023)</u>

Classified Employees Upon Hire or Upon Change in Classification

Employee Notification(s)	Legal Reference
<ul style="list-style-type: none">• Employee’s class specification, salary data, assignment or work location, duty hours, prescribed workweek (also required upon each change in classification)	<u>EC § 4,5169</u>

Employers must establish a process by which all legally required annual notifications are provided and documented. Due to the number of documents in the annual notification packet, it is recommended that LEAs consider utilizing an electronic process. Digitizing processes that require a large amount of documentation also increases organizational efficiency and reduces the environmental footprint. Also keep in mind that there may be additional training and notice requirements contained in local board policies and administrative regulations.

Annual notices to employees, while seemingly redundant year-after-year-after-year, are an essential HR function and should be taken seriously. Failure to provide adequate notice to employees of their obligations under the law creates unnecessary risks. Providing required notices to employees is about more than meeting legal requirements; it is also, and perhaps more importantly, about creating a culture of accountability. With the new school year either ahead of you or just in the rear-view mirror, there is no better time to begin planning the process and method for providing employees with required legal notices and renewing your agency’s commitment to creating a culture of accountability.