

**Policy 4312.9 Employee Notification**

**Status: ADOPTED**

**Original Adopted Date:** 06/1994

**Last Revised Date:** 06/26/2024

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

When required by law, Board policy, or administrative regulation, district employees shall be asked to sign an acknowledgment indicating receipt of the notification. Such acknowledgments shall be retained in each employee's personnel file.

06/94  
02/95  
12/12  
06/26/2024

**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 board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

<b>State</b>	<b>Description</b>
13 CCR 1234	<a href="#">Reports regarding school buses and bus drivers</a>
13 CCR 2480	<a href="#">Vehicle idling; limitations</a>
2 CCR 11023	<a href="#">Harassment and discrimination prevention and correction</a>
2 CCR 11035-11051	<a href="#">Unlawful sex discrimination; pregnancy, childbirth, and related medical conditions</a>
2 CCR 11087-11098	<a href="#">California Family Rights Act</a>
5 CCR 4622	Uniform complaint procedures
5 CCR 80303	Reports of change in employment status; alleged misconduct
8 CCR 3204	Access to employee exposure and medical records
8 CCR 5191	Chemical hygiene plan
8 CCR 5194	Hazard communication
Civ. Code 1798.29	<a href="#">District records; breach of security</a>
Ed. Code 17612	<a href="#">Notification of pesticide use</a>
Ed. Code 22455.5	<a href="#">STRS information to potential members</a>
Ed. Code 22461	<a href="#">Postretirement compensation limitation</a>
Ed. Code 231.5	<a href="#">Sexual harassment policy</a>
Ed. Code 35031	<a href="#">Term of employment</a>
Ed. Code 35171	<a href="#">Availability of rules and regulations for evaluation of performance</a>
Ed. Code 37616	<a href="#">Consultation regarding year-round schedule</a>

Ed. Code 44663-44664	<a href="#">Evaluation of certificated employees</a>
Ed. Code 44842	<a href="#">Reemployment notices; certificated employees</a>
Ed. Code 44896	<a href="#">Transfer of administrator or supervisor to teaching position</a>
Ed. Code 44916	<a href="#">Written statement of employment status</a>
Ed. Code 44929.21	<a href="#">Notice of reelection decision; districts with 250 ADA or more</a>
Ed. Code 44929.23	<a href="#">Districts with less than 250 ADA</a>
Ed. Code 44934	<a href="#">Notice of disciplinary action for cause</a>
Ed. Code 44938	<a href="#">Notice of unprofessional conduct and opportunity to correct</a>
Ed. Code 44940.5-44941	<a href="#">Notification of suspension and intent to dismiss</a>
Ed. Code 44948.3-44948.5	<a href="#">Dismissal of probationary employees</a>
Ed. Code 44948.5	<a href="#">Nonreelection procedures; districts under 250 ADA</a>
Ed. Code 44949	<a href="#">Dismissal of probationary employees</a>
Ed. Code 44951	<a href="#">Continuation in position unless notified; administrative or supervisory personnel</a>
Ed. Code 44954	<a href="#">Nonreelection of temporary employees</a>
Ed. Code 44955	<a href="#">Reduction in number of permanent employees</a>
Ed. Code 44955.5	<a href="#">Decrease in number of permanent employees during specified time period upon determination related to local control funding formula per unit of average daily attendance</a>
Ed. Code 45113	<a href="#">Notification of charges; classified employees</a>
Ed. Code 45117	<a href="#">Notice of layoff; classified employees</a>
Ed. Code 45169	<a href="#">Employee salary data; classified employees</a>
Ed. Code 45192	<a href="#">Industrial accident and illness leave for classified employees</a>
Ed. Code 45195	<a href="#">Additional leave</a>
Ed. Code 46162	<a href="#">Alternative schedule for junior high and high school; public hearing with notice</a>
Ed. Code 48201	<a href="#">Transfer student's record for acts that resulted in suspension or expulsion</a>
Ed. Code 48851.3	<a href="#">Education of students in foster care and students who are homeless</a>
Ed. Code 49013	<a href="#">Complaints regarding student fees</a>
Ed. Code 49079	<a href="#">Notification to teacher, student who has engaged in acts re: grounds suspension or expulsion</a>
Ed. Code 49414	<a href="#">Epinephrine auto-injectors</a>
Ed. Code 49414.3	<a href="#">Administration of opioid antagonist</a>
Gov. Code 1126	<a href="#">Incompatible activities of employees</a>
Gov. Code 12950	<a href="#">Sexual harassment</a>
Gov. Code 21029	<a href="#">Retirement credit for period of military service</a>
Gov. Code 54957	<a href="#">Complaints against employees; right to open session</a>
Gov. Code 54963	<a href="#">Unauthorized disclosure of confidential information</a>
Gov. Code 8355	<a href="#">Certification of drug-free workplace, including notification</a>
H&S Code 104420	<a href="#">Tobacco-free schools</a>
H&S Code 120875	<a href="#">Information on AIDS, AIDS-related conditions, and hepatitis B</a>
H&S Code 120880	<a href="#">Notification to employees re AIDS, AIDS-related conditions, and hepatitis B</a>
H&S Code 1797.196	<a href="#">Automated external defibrillators; notification of use and locations</a>
Lab. Code 230	<a href="#">Accommodations and leave for victims of domestic violence</a>
Lab. Code 2800.2	<a href="#">Notification of availability of continuation health coverage</a>
Lab. Code 3550-3553	<a href="#">Notifications re: workers' compensation benefits</a>
Lab. Code 5401	<a href="#">Workers' compensation; claim form and notice of potential</a>

Pen. Code 11165.7

Pen. Code 11166.5

Unemp. Ins. Code 2613

W&I Code 827

**Federal**

20 USC 2354

29 CFR 825.300

34 CFR 100

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

42 USC 11431-11435

49 CFR 382.113

49 CFR 382.303

49 CFR 382.601

**Management Resources**

Website

**Cross References**

**Code**

1312.3

1312.3

1312.3-E(1)

1312.3-E(2)

2121

3260

3260

3513.3

3513.3

3514

3514

3514.1

3514.1

3514.2

3515.3

3515.3

3542

3580

3580

4020

4030

[eligibility](#)

[Child Abuse and Neglect Reporting Act; notification requirement](#)

[Employment; statement of knowledge of duty to report child abuse or neglect](#)

[Disability insurance; notice of rights and benefits](#)

[Limited exception to juvenile court record](#)

**Description**

Local application for career and technical education programs

Family and Medical Leave Act; notice requirement

Nondiscrimination under programs receiving federal assistance

Nondiscrimination

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

McKinney-Vento Homeless Assistance Act

Controlled substance and alcohol use and testing notifications

Post-accident information, procedures, and instructions

Controlled substance and alcohol use and testing notification

**Description**

[CSBA District and County Office of Education Legal Services](#)

**Description**

[Uniform Complaint Procedures](#)

[Uniform Complaint Procedures](#)

[Uniform Complaint Procedures](#)

[Uniform Complaint Procedures](#)

[Superintendent's Contract](#)

[Fees And Charges](#)

[Fees And Charges](#)

[Tobacco-Free Schools](#)

[Tobacco-Free Schools](#)

[Environmental Safety](#)

[Environmental Safety](#)

[Hazardous Substances](#)

[Hazardous Substances](#)

[Integrated Pest Management](#)

[District Police/Security Department](#)

[District Police/Security Department](#)

[School Bus Drivers](#)

[District Records](#)

[District Records](#)

[Drug And Alcohol-Free Workplace](#)

[Nondiscrimination In Employment](#)

4030	<a href="#">Nondiscrimination In Employment</a>
4033	<a href="#">Lactation Accommodation</a>
4112.42	<a href="#">Drug And Alcohol Testing For School Bus Drivers</a>
4112.42	<a href="#">Drug And Alcohol Testing For School Bus Drivers</a>
4112.5	<a href="#">Criminal Record Check</a>
4112.5-E(1)	<a href="#">Criminal Record Check</a>
4112.6	<a href="#">Personnel Files</a>
4115	<a href="#">Evaluation/Supervision</a>
4115	<a href="#">Evaluation/Supervision</a>
4116	<a href="#">Probationary/Permanent Status</a>
4116	<a href="#">Probationary/Permanent Status</a>
4117.14	<a href="#">Postretirement Employment</a>
4117.3	<a href="#">Personnel Reduction</a>
4117.7	<a href="#">Employment Status Reports</a>
4118	<a href="#">Dismissal/Suspension/Disciplinary Action</a>
4118	<a href="#">Dismissal/Suspension/Disciplinary Action</a>
4119.11	<a href="#">Sexual Harassment</a>
4119.11	<a href="#">Sexual Harassment</a>
4119.43	<a href="#">Universal Precautions</a>
4119.43	<a href="#">Universal Precautions</a>
4121	<a href="#">Temporary/Substitute Personnel</a>
4121	<a href="#">Temporary/Substitute Personnel</a>
4136	<a href="#">Nonschool Employment</a>
4154	<a href="#">Health And Welfare Benefits</a>
4154	<a href="#">Health And Welfare Benefits</a>
4157	<a href="#">Employee Safety</a>
4157	<a href="#">Employee Safety</a>
4157.1	<a href="#">Work-Related Injuries</a>
4158	<a href="#">Employee Security</a>
4158	<a href="#">Employee Security</a>
4161.1	<a href="#">Personal Illness/Injury Leave</a>
4161.11	<a href="#">Industrial Accident/Illness Leave</a>
4161.2	<a href="#">Personal Leaves</a>
4161.5	<a href="#">Military Leave</a>
4161.8	<a href="#">Family Care And Medical Leave</a>
4212	<a href="#">Appointment And Conditions Of Employment</a>
4212.42	<a href="#">Drug And Alcohol Testing For School Bus Drivers</a>
4212.42	<a href="#">Drug And Alcohol Testing For School Bus Drivers</a>
4212.5	<a href="#">Criminal Record Check</a>
4212.5-E(1)	<a href="#">Criminal Record Check</a>
4212.6	<a href="#">Personnel Files</a>
4216	<a href="#">Probationary/Permanent Status</a>
4217.3	<a href="#">Layoff/Rehire</a>
4219.11	<a href="#">Sexual Harassment</a>
4219.11	<a href="#">Sexual Harassment</a>
4219.43	<a href="#">Universal Precautions</a>
4219.43	<a href="#">Universal Precautions</a>
4236	<a href="#">Nonschool Employment</a>
4254	<a href="#">Health And Welfare Benefits</a>
4254	<a href="#">Health And Welfare Benefits</a>
4257	<a href="#">Employee Safety</a>
4257	<a href="#">Employee Safety</a>
4257.1	<a href="#">Work-Related Injuries</a>

4258	<a href="#">Employee Security</a>
4258	<a href="#">Employee Security</a>
4261.1	<a href="#">Personal Illness/Injury Leave</a>
4261.11	<a href="#">Industrial Accident/Illness Leave</a>
4261.2	<a href="#">Personal Leaves</a>
4261.5	<a href="#">Military Leave</a>
4261.8	<a href="#">Family Care And Medical Leave</a>
4312.1	<a href="#">Contracts</a>
4312.42	<a href="#">Drug And Alcohol Testing For School Bus Drivers</a>
4312.42	<a href="#">Drug And Alcohol Testing For School Bus Drivers</a>
4312.5	<a href="#">Criminal Record Check</a>
4312.5-E(1)	<a href="#">Criminal Record Check</a>
4312.6	<a href="#">Personnel Files</a>
4315	<a href="#">Evaluation/Supervision</a>
4317.14	<a href="#">Postretirement Employment</a>
4317.7	<a href="#">Employment Status Reports</a>
4319.11	<a href="#">Sexual Harassment</a>
4319.11	<a href="#">Sexual Harassment</a>
4319.43	<a href="#">Universal Precautions</a>
4319.43	<a href="#">Universal Precautions</a>
4336	<a href="#">Nonschool Employment</a>
4354	<a href="#">Health And Welfare Benefits</a>
4354	<a href="#">Health And Welfare Benefits</a>
4357	<a href="#">Employee Safety</a>
4357	<a href="#">Employee Safety</a>
4357.1	<a href="#">Work-Related Injuries</a>
4358	<a href="#">Employee Security</a>
4358	<a href="#">Employee Security</a>
4361.1	<a href="#">Personal Illness/Injury Leave</a>
4361.11	<a href="#">Industrial Accident/Illness Leave</a>
4361.2	<a href="#">Personal Leaves</a>
4361.5	<a href="#">Military Leave</a>
4361.8	<a href="#">Family Care And Medical Leave</a>
5141.21	<a href="#">Administering Medication And Monitoring Health Conditions</a>
5141.21	<a href="#">Administering Medication And Monitoring Health Conditions</a>
5141.4	<a href="#">Child Abuse Prevention And Reporting</a>
5141.4	<a href="#">Child Abuse Prevention And Reporting</a>
5145.3	<a href="#">Nondiscrimination/Harassment</a>
5145.3	<a href="#">Nondiscrimination/Harassment</a>
6117	<a href="#">Year-Round Schedules</a>
6173	<a href="#">Education For Homeless Children</a>
6173	<a href="#">Education For Homeless Children</a>
6173-E(1)	<a href="#">Education For Homeless Children</a>
6173-E(2)	<a href="#">Education For Homeless Children</a>
6178	<a href="#">Career Technical Education</a>
6178	<a href="#">Career Technical Education</a>
9310	<a href="#">Board Policies</a>
9321	<a href="#">Closed Session</a>
9321-E(1)	<a href="#">Closed Session</a>
9321-E(2)	<a href="#">Closed Session</a>