



Eureka City Schools

2100 J Street, Eureka, CA 95501 | (707) 441-2417

New Employees

Welcome to your new position with Eureka City Schools. We are proud to have you as a member of our professional staff. We want to be sure you are familiar with our policies and have the information you need regarding employment. Please take the time to review the documents provided. They will help clarify expectations and prepare you as a member of our team.

ACKNOWLEDGEMENT

As a new employee of Eureka City Schools, I agree to read the following documents as part of the "New Employee Packet."

- Child Abuse Notification Policy
- Drug-Free Workplace Policy
- Tobacco-Free Environment Policy
- Workers' Compensation Benefits Summary
- Non-Discrimination Policy
- Sexual Harassment Policies (Employee/Student)
- Injury and Illness Prevention Program
- Paid Family Leave Benefits Information
- Uniform Complaint Procedure
- Rights of Victims
- California Family Rights Act (CRFA)

I request to receive these documents via *(please initial one option):*

_____ I will access and review these documents on the Eureka City Schools website:
Visit www.EurekaCitySchools.org, click "For Staff", then click "New Hire Documents".

OR

_____ I would like the policies emailed to my personal email address:

Email: _____

Office Use: Emailed by: _____ Date: _____

OR

_____ I would like printed copies of the policies (approximately 104 pages).

Signature of Employee: _____ **Date:** _____

Printed Name: _____

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