

All Personnel**EMPLOYEE NOTIFICATIONS**

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 acknowledgements shall be retained in each employee's personnel file.

Legal References:**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
Ed. Code 44663-44664
Ed. Code 44842
Ed. Code 44896
Ed. Code 44916
Ed. Code 44929.21
Ed. Code 44929.23
Ed. Code 44934
Ed. Code 44938
Ed. Code 44940.5-44941

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
Access to employee exposure and medical records
Chemical hygiene plan
Hazard communication
[District records; 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](#)
[Consultation regarding year-round schedule](#)
[Evaluation of certificated employees](#)
[Reemployment notices; certificated employees](#)
[Transfer of administrator or supervisor to teaching position](#)
[Written statement of employment status](#)
[Notice of reelection decision; districts with 250 ADA or more](#)
[Districts with less than 250 ADA](#)
[Notice of disciplinary action for cause](#)
[Notice of unprofessional conduct and opportunity to correct](#)
[Notification of suspension and intent to dismiss](#)

All Personnel**EMPLOYEE NOTIFICATIONS**Legal References:

<u>State</u>	<u>Description</u>
Ed. Code 44948.3-44948.5	<u>Dismissal of probationary employees</u>
Ed. Code 44948.5	<u>Nonreelection procedures; districts under 250 ADA</u>
Ed. Code 44949	<u>Dismissal of probationary employees</u>
Ed. Code 44951	<u>Continuation in position unless notified; administrative or supervisory personnel</u>
Ed. Code 44954	<u>Nonreelection of temporary employees</u>
Ed. Code 44955	<u>Reduction in number of permanent employees</u>
Ed. Code 44955.5	<u>Decrease in number of permanent employees during specified time period upon determination related to local control funding formula per unit of average daily attendance</u>
Ed. Code 45113	<u>Notification of charges; classified employees</u>
Ed. Code 45117	<u>Notice of layoff; classified employees</u>
Ed. Code 45169	<u>Employee salary data; classified employees</u>
Ed. Code 45192	<u>Industrial accident and illness leave for classified employees</u>
Ed. Code 45195	<u>Additional leave</u>
Ed. Code 46162	<u>Alternative schedule for junior high and high school; public hearing with notice</u>
Ed. Code 48201	<u>Transfer student's record for acts that resulted in suspension or expulsion</u>
Ed. Code 48851.3	Education of students in foster care and students who are homeless
Ed. Code 49013	<u>Complaints regarding student fees</u>
Ed. Code 49079	<u>Notification to teacher, student who has engaged in acts re: grounds suspension or expulsion</u>
Ed. Code 49414	<u>Epinephrine auto-injectors</u>
Ed. Code 49414.3	<u>Administration of opioid antagonist</u>
Gov. Code 1126	<u>Incompatible activities of employees</u>
Gov. Code 12950	<u>Sexual harassment</u>
Gov. Code 21029	<u>Retirement credit for period of military service</u>
Gov. Code 54957	<u>Complaints against employees; right to open session</u>
Gov. Code 54963	<u>Unauthorized disclosure of confidential information</u>
Gov. Code 8355	<u>Certification of drug-free workplace, including notification</u>
H&S Code 104420	<u>Tobacco-free schools</u>
H&S Code 120875	<u>Information on AIDS, AIDS-related conditions, and hepatitis B</u>
H&S Code 120880	<u>Notification to employees re AIDS, AIDS-related conditions, and hepatitis B</u>
H&S Code 1797.196	<u>Automated external defibrillators; notification of use and locations</u>
Lab. Code 230	<u>Accommodations and leave for victims of domestic violence</u>
Lab. Code 2800.2	<u>Notification of availability of continuation health coverage</u>
Lab. Code 3550-3553	<u>Notifications re: workers' compensation benefits</u>

All Personnel

EMPLOYEE NOTIFICATIONS

Legal References:

State

Lab. Code 5401

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

Description

[Workers' compensation; claim form and notice of potential 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](#)

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Revised: March 7, 2024

WESTMINSTER SCHOOL DISTRICT
Westminster, California