Marin County
Office of Education

Annual Notices
Resource Guide

Revised October 2025

MARIN COUNTY
OFFICE OF EDUCATION
Supporting Learning for ALL Students

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Annual Notices

The Marin County Office of Education (MCOE) is required to provide all employees with annual notifications on several important topics that may affect the terms and conditions of employment and to obtain acknowledgment that its employees have received, reviewed, and understand the Annual Notices.

This Annual Notices Resource Guide contains information on these policies, procedures, and/or regulations and a link to the related policies. Please open and read the policies and resources linked within this Resource Guide for complete information on each topic.

Additionally, there are annual trainings such as the Child Abuse Prevention, Mandated Reporter, and Sexual Harassment Prevention, which are required. Employees will receive separate prompts to complete each training required for your position.

SP 4012.9 Employee Notifications

Complaints Concerning County Office Employees

When a complaint is submitted regarding an employee, the County Superintendent or designee shall determine whether it is a complaint against the MCOE and/or an individual employee, or both, and whether it should be resolved through the MCOE's process for complaints concerning personnel and/or other MCOE procedures.

BP 1312.1 Complaints Concerning County Office Employees
SP 4044 Complaints

Child and Dependent Adult Abuse Reporting Requirement

The maltreatment of children and dependent adults with physical, intellectual or developmental disabilities is a serious concern. All persons have the right to live and learn in a safe environment, and as such, the MCOE is committed to providing a safe, caring and nurturing environment for all its students. Children have very few resources for changing the circumstances of their lives. Since children cannot protect themselves, it is important for others to intervene when they suspect abuse or neglect by a parent, guardian, or other individual.

Child abuse or neglect can occur in any situation or family, regardless of socio-economic status, sexual orientation, religion, ethnic background or level of education of the parties involved.

Mandated reporters play a critical role in identifying and reporting concerns of child abuse or neglect that may otherwise go unreported. The responsibility to report suspected abuse or neglect:

- can protect the child in the short-term;
- can prevent further abuse or neglect; and
- may allow families to receive needed resources or services that may eliminate the underlying cause of abuse or neglect.

Who are mandated reporters

As an employee of the MCOE, you are a mandated reporter and are required by law to report suspicion of child abuse or neglect. Specific professionals are identified by the State of California as mandated reporters, including teachers and other school employees, childcare providers, medical and mental health professionals, and coaches. For more information, please review 10 Things You Need To Know.

Employees who are defined by law as mandated reporters are obligated to immediately report situations in which knowledge of or reasonable suspicion exists that a child has been a victim of abuse, neglect, or exploitation.

How to report suspected child abuse or neglect:

1. CALL 9-1-1 if you believe a child is in imminent danger, needs medical attention, or it would not be safe for them to return or remain at home.
2. Call the 24-hour Marin County Abuse and Neglect Reporting Hotline at (415) 473-7153
3. **After the initial call and within 36 hours**, all mandated reporters **MUST** then submit a Suspected Child Abuse Report (form SS 8572) by email or fax to Marin Children and Family Services (CFS)
    - Fax to (415) 473-3279

Cautionary Note:

- The reporting responsibility has not been fulfilled until both the telephone call and written reports are complete.
- School personnel are not to engage in any investigation of suspected cases. The investigation will be done by the Children and Family Services office or Adult Protective Services.
- The reporting responsibility is an individual one which is not discharged by report to supervisors or administrators.

How to report suspected dependent adult abuse or neglect:

1. CALL 9-1-1 for immediate danger or CALL Adult Protective Services (APS) in Marin County (415) 473-2774
2. After the initial call, all mandated reports ***MUST*** then submit Suspected Dependent Adult Abuse Report (SOC341) or Report of Suspected dependent Adult/Elder Abuse within **two working days** by mail or fax
    - Attn: County of Marin Adult Protective Services, 10 N. San Pedro Road, San Rafael, Ca 94903
    - Fax to (415) 473-7042

Failure to Report:

Any person mandated by the Penal Code who fails to report any instance of child abuse or neglect that they know or reasonably suspect to exist may incur criminal, civil, and/or professional liability. Failure to report is a misdemeanor and punishable by confinement in county jail for a term not to exceed six months or by a fine of not more than one thousand dollars ($1,000) or by both. However, if “death or great bodily injury” happens to the child as a result of the abuse, the mandated reporter is guilty of a misdemeanor punishable by not more than one year in a county jail, by a fine of not to exceed five thousand dollars ($5,000) or by both.

For more information regarding mandated reporter responsibilities, contact MCOE Personnel/HR.

BP 5141.4 Child Abuse and Reporting

Confidentiality

The protection of confidential information is vital to the mission and interests of the MCOE. Confidential information includes any information disclosed to or known by the employee due to employment with the MCOE that is not generally known to people outside the organization.

An employee who improperly uses or discloses confidential business information will be subject to disciplinary action up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

Student Confidentiality

The MCOE is dedicated to safeguarding student and family privacy. Employees must not disclose privileged student information. Confidentiality also extends to digital media. No one may photograph, video, or engage in personal business with students or staff without the Superintendent's or designee's approval and parental consent for students.

SP 4019.23 Unauthorized Release of Confidential/Privileged Information
EC 49076

Drug-Free, Alcohol-Free, Tobacco-Free, and Smoke-Free Workplace

It is the policy of the MCOE to maintain a drug- and alcohol-free work environment that is safe and productive for students, employees, and others having business with the organization.

The unlawful use, possession, purchase, sale, distribution, manufacture, or being under the influence of any illegal drug and/or the misuse of legal drugs while on any and all premises operated by the MCOE, where MCOE activities are conducted in all places, all vehicles, or while performing services for the MCOE is strictly prohibited. The MCOE also prohibits reporting to work or performing services under the influence of alcohol or marijuana, consuming alcohol, or using marijuana while on duty or during work hours.

In accordance with law and the MCOE’s collective bargaining agreements, the County Superintendent or designee shall take appropriate disciplinary action, up to and including termination, against an employee for violating the terms of the drug- and alcohol-free workplace policy. and/or shall require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by an appropriate agency.

Employees’ health plans have provisions for drug counseling and rehabilitation and offer counseling and referrals to help resolve problems effectively and confidentially. The cost of

these services will depend on your plan. For more information, contact your insurance provider or Personnel/HR. Additionally, free resources and support for employees may be available through the Employee Assistance Programs (EAP).

SP 4020 Drug and Alcohol-Free Workplace
SP 4012.42 Medical Examination and Drug and Alcohol Testing for Pupil Transportation Drivers

Smoke-Free Workplace

Smoking and the use of tobacco products are prohibited at all sites operated by the MCOE, on all MCOE property, and in all MCOE vehicles. “Smoking” includes the use of any tobacco products (including chewing tobacco), electronic smoking devices, and e-cigarettes. No exceptions are permitted.

BP 3513.3 Tobacco Free Schools

Employee Handbook

The MCOE employee handbooks serve as a comprehensive publication prepared for all MCOE employees, designed to provide them with essential information needed during their employment. Additional information applicable to specific employee classifications may be found in the Collective Bargaining Agreements (CBA), Superintendent Policies (SP), Merit Rules/System, or Board Policies.

Members of bargaining units (MCEA or CSEA) with questions regarding employment as expressed in their collective bargaining agreement may contact their union representative.

Equal Employment Opportunity

The MCOE prohibits discrimination, harassment, intimidation and bullying based on actual or perceived race or ethnicity, gender/sex (including gender identity, gender expression, pregnancy, childbirth, breastfeeding, and pregnancy-related medical conditions) sexual orientation, religion, color, national origin, ancestry, immigration status, physical or mental status, marital status, registered domestic partner status, age (40 and above), genetic information, political belief or affiliation (not union related), association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance.

Equal employment opportunity applies to all employees, applicants, contractors, interns, and volunteers and to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Concerns or complaints of discrimination or harassment should be reported promptly following MCOE’s complaint procedures, identified in the Nondiscrimination in Superintendent Policy 4030.
SP 4030 Nondiscrimination in Employment

Disability Inclusion and Reasonable Accommodation

The MCOE is committed to maintaining an inclusive environment where all applicants and employees can readily and efficiently ask for reasonable accommodations necessary to reach their full potential. Reasonable accommodations are any changes in the workplace or the way job duties are usually performed that provide an equal employment opportunity to someone with a disability. This process does not cover requests that would pose an undue hardship or fundamentally change the essential functions of a job.

A reasonable accommodation may be considered when:

- An applicant with a disability needs an accommodation to have an equal opportunity to compete for a job; or
- An employee with a disability needs an accommodation to perform the essential functions of the job or to gain access to the workplace.

An applicant or candidate can request an accommodation by contacting Personnel/HR. An MCOE employee can request an accommodation by contacting their direct supervisor or Personnel/HR.

SP 4032 Reasonable Accommodation
SP 4019.41 Employees with Infectious Disease

Harassment

It is the MCOE's policy to provide a work environment free of harassment. To that end, harassment of MCOE employees by management, supervisors, coworkers, or nonemployees who are in the workplace is absolutely prohibited. Any retaliation against an individual who has complained about harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is also unlawful and will not be tolerated. The MCOE will take all steps necessary to prevent and eliminate unlawful harassment.

Definition of Unlawful Harassment

"Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts.

Definition of Sexual Harassment

"Sexual harassment" is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a

sexual nature where:

- submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions; *or*
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the circumstances, including the severity of the conduct and its pervasiveness:

- unwanted sexual advances, whether they involve physical touching or not;
- sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess;
- displaying sexually suggestive objects, pictures, or cartoons;
- unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- inquiries into one's sexual experiences; *and*
- discussion of one's sexual activities.

All employees should take special note that retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated at the MCOE.

SP 4019.11 Sexual Harassment

Leave Information

Family Care and Medical Leave, California Family Rights Act & Pregnancy Disability Leave

Employees who have completed one year (twelve months) of service at the MCOE, and at least 1,250 hours of service during the previous one-year (twelve months) period, have the right to an unpaid leave of absence under the Family and Medical Leave Act ("FMLA") and the California Family Rights Act ("CFRA"). This leave may be up to 12 workweeks in a 12-month period for the birth, adoption, or foster care placement of a child or for one's own serious health condition or that of a child, parent, spouse, grandparent, grandchild or sibling or a qualifying military exigency related to the covered active duty or call to covered active duty of an employee's

covered family member. While the law provides only unpaid leave, employees may choose, or employers may require use of accrued paid leave while taking CFRA leave under certain circumstances.

Any employee who is disabled by pregnancy, childbirth, or a related medical condition is eligible for a Pregnancy Disability Leave of Absence for up to four months, depending on their period(s) of actual disability as determined by a healthcare provider. There is no length of service requirement for this leave.

Employees should provide at least 30 days' advance notice for foreseeable events (such as the expected birth of a child or a planned medical treatment for themselves or a family member). For events that are unforeseeable, eligible employees should notify their supervisor, at least verbally as soon as they learn of the need for the leave. Failure to comply with these notice rules is grounds for, and may result in, deferral of the requested leave until you comply with this notice policy.

The MCOE may require certification from the eligible member's health care provider before allowing a leave for pregnancy disability or for one's own serious health condition. A medical certification may also be required from the health care provider of a child, parent, or spouse who has a serious health condition, before granting a leave to take care of that family member. When medically necessary, leave may be taken on an intermittent or reduced work schedule.

If employees are taking leave for the birth, adoption, or foster care placement of a child, the basic minimum duration of the leave is two weeks, and they must conclude the leave within one year of the birth or placement for adoption or foster care.

Taking a family care or pregnancy disability leave may impact certain benefits and seniority dates. More information regarding eligibility for a leave and/or the impact of the leave on seniority and benefits, is available at Personnel/HR.

Reproductive Loss Leave

Upon a reproductive loss event, any employee who has been employed by the MCOE for at least 30 days will be granted up to five days of reproductive loss leave. If an employee experiences multiple reproductive loss events within a 12-month period, the member may take no more than 20 days total of reproductive loss leave within the 12-month period. Reproductive loss leave need not be taken on consecutive days. It must be completed within three months of the event entitling the employee to such leave, except that if, prior to or immediately following the reproductive loss event, the employee is on or chooses to go on Pregnancy Disability Leave, California Family Rights Act leave, or any other leave pursuant to state or federal law, the employee must complete their Reproductive Loss Leave within three months of the end date of the other leave. Leave for reproductive loss is unpaid unless the employee elects to use vacation, personal leave, or accrued and available sick leave for this purpose. Learn more about reproductive loss leave in Government Code section 12945.6 and Reproductive Loss Leave Fact Sheet.

Leaves for Victims of Crimes or Abuse

An employee who is a victim of domestic violence, sexual assault, stalking, or a crime that caused physical injury, or an employee whose immediate family member, as defined, is deceased as the direct result of a crime, may use vacation, sick leave, or personal leave to attend to certain activities related to the violence. Prior to taking time off, an employee shall give reasonable notice, unless notice is not feasible. Learn about employee rights under Labor Code 230 and 230.1 in Survivors of Violence and Family Members of Victims' Right to Leave and Accommodations Notice or by contacting Personnel/HR.

Political Activities of Employees

The MCOE recognizes the importance of political activity, voting, and civic engagement, and respects the rights of employees to engage in political discussions and activities as individuals on their own time and at their own expense. When engaging in such activities, employees shall make it clear that they are acting on their own behalf and not as representatives of the MCOE.

The following non-exhaustive list of activities are prohibited from being performed while on duty:

- Posting or distributing political campaign materials on MCOE property.
- Soliciting votes or contributions.
- Fundraising.
- Distributing political campaign materials through the MCOE's mail service, e-mail or staff mailboxes.
- Using students to write, address, or distribute political campaign materials.
- Presenting viewpoints on particular candidates or ballot measures in the classroom without giving equal time to the presentation of opposing views.
- Wearing buttons or articles of clothing that express political opinions on ballot measures or candidates during instructional time.
- Candidate endorsement.

Employees are free to make personal campaign contributions; however, MCOE funds or resources cannot be used, directly or indirectly, for contributions to political parties, candidates, or for the preparation or reproduction of political campaign materials.

SP 4019.25 Political Activities of Employees
Personnel Commission pg. 68

Professional Boundaries

Employees, school adults, and volunteers of the MCOE are expected to demonstrate heightened awareness of their responsibility in maintaining appropriate boundaries with students. A lack of such boundaries may lead to inappropriate conduct. All employees, school adults, and volunteers must uphold professional, moral, and ethical relationships with students that foster a safe and effective learning environment.

SP 4019.24 Maintaining Appropriate Adult-Student Interactions

Technology Use

The MCOE recognizes and supports advances in technology. While these technologies provide a valuable resource to the MCOE, it is important that the use of technology be appropriate for MCOE purposes. Inappropriate use may result in loss of employee productivity, service, compromised security, lost data, and other negative consequences. Use of MCOE technology by each employee, student, volunteer, contractor, or other individual shall constitute that person's acknowledgment of agreement to abide by the Acceptable Use of Technology policy, including that they:

- have read, understand, and agree to abide by the terms of the foregoing Superintendent Policy (SP) 4040 – Employee Use of Technology.
- accept responsibility for the appropriate use of the MCOE computer resources, which include all computer systems, network systems, Internet and intranet web sites or other data processing equipment owned or leased by the MCOE, as well as remote computers, or computer systems when used to access MCOE computer resources, the phone system including voice mail, cell phones and office equipment, and any future technologies that are sponsored by MCOE.
- understand that any communications made using the MCOE's information and communication systems and equipment are NOT exempt from monitoring or access by the MCOE.
- understand and agree that their access privilege(s) and network privilege(s) may be suspended or revoked and disciplinary action up to and including termination may be taken against should they commit any violation or in any way misuse access to the MCOE's computer network and the Internet.
- understand that civil or criminal action may be taken, if and where appropriate, for violation of the MCOE policies and regulations regarding use of MCOE technology.

Office technology, including the data and products of its use, is the property of the MCOE.

SP 4040 Acceptable Use of Technology
Acceptable Use Policy and Agreement

Uniform Complaint Procedures (UCP)

The MCOE annually notifies our students, employees, parents, or guardians of its students, school advisory committees, appropriate private school officials, and other interested parties of our Uniform Complaint Procedures (UCP) process.

The MCOE is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP.

For additional details regarding the programs and activities subject to the UPC, filing a UCP complaint, contact information and the responsibilities of the MCOE refer to MCOE's UCP Annual Notice.

MCOE's UPC Annual Notice
BP 1312.3 Uniform Complaint Procedures

Workers' Compensation

The MCOE is committed to maintaining a safe work environment at all facilities. This includes taking appropriate safety precautions at all times to prevent workplace injuries. Employees are expected to work in a manner that promotes personal safety and the safety of others. If injury does occur, the following steps should be taken immediately:

1. Report the incident to your supervisor as soon as possible and call CarviaCare as soon as medically possible. These calls may be done together with your supervisor. **CarivaCare (1-877-247-7710)**
2. Your supervisor will provide you with a copy of the workers' compensation packet, which contains fillable forms (DWC-1 Form) for completion and important information about your potential benefits. Complete the employee section and return the form to your supervisor.
3. If you need medical treatment the CarivaCare intake specialist will provide you with information to contact the occupational medicine clinic via Kaiser-On-the-Job. **Please do not see a doctor without first going through the CarivaCare process.**
4. After your medical appointment, you will receive an Industrial Work Status Report from Kaiser-On-the-Job. E-mail the Industrial Work Status Report to your supervisor and the Personnel/HR within one business day of your appointment.
5. If your physician determines that you have work restrictions or modified duties, as identified on the Work Status Report, these will be reviewed by Personnel/HR and your supervisor to determine if the department can make accommodations. An interactive meeting will be scheduled with you, Personnel/HR, and your supervisor to review the essential duties of the position, the modifications, and any possible accommodations.

Workers' Comp Packet
SP 4057.1 Work-Related Injuries

Workplace Violence and Injury/Illness Prevention

Workplace Violence Prevention Program

The MCOE provides a safe, secure, and healthy environment for all employees and implements the Workplace Violence Prevention Plan (WVPP) to maintain a work environment free from acts of violence, threats of violence, harassment, intimidation, and other disruptive behaviors.

The Workplace Violence Prevention Plan (WVPP) addresses the hazards associated with the four types of workplace violence as defined by Labor Code (LC) section 6401.9. MCOE's WVPP can be found in the Injury & Illness Prevention Program (IIPP) under Appendix L, including form and process to report an incident.

Injury & Illness Prevention Plan

MCOE has established an Injury & Illness Prevention Program (IIPP) to support a safe and healthy workplace for all employees across departments and work sites. The IIPP outlines

goals, legal authority, and employee responsibilities, with a focus on compliance, hazard identification, accident incident investigation, hazard mitigation, training, communication, and documentation.

Employee Responsibilities:

- Follow Established Safety Procedures
- Use Personal Protective Equipment (PPE)
- Participate in Required Training
- Report Unsafe Conditions
- Cooperate with Accident Investigations
- Maintain a Safety-Conscious Attitude
- Promote a Culture of Safety

Safe Work Practices:

- General Safe Work Practices for All Employees
- Use of Personal Protective Equipment (PPE)
- Safe Equipment and Material Handling
- Emergency Preparedness
- Hazard Communication
- Work Area Safety
- Incident and Injury Reporting
- Job-Specific Safe Practices
- Report potential unsafe work conditions

Reporting of Industrial Accidents or Illness

If you are injured at work, please follow the process outlined in the Workers' Compensation section.

When an employee reports a work-related injury or illness, the DWC-1, Workers' Compensation Claim Form, must be completed by the employee and the employee's supervisor and sent to the Director of Personnel for forwarding to the administrator for the Workers' Compensation Self-Insurance program of the Marin County Insurance Authority.

SP 4019.41 Employees with Infectious Disease
SP 4019.42 Exposure Control Plan for Bloodborne Pathogens

Marin County Office of Education
2025-2026 Employee Annual Notices and Acknowledgement

The MCOE is required to provide all employees with annual notifications on several important topics that may affect the terms and conditions of employment and to obtain acknowledgment that its employees have received, reviewed, and understood the Annual Notices. Employees are expected to review the information contained in the Annual Notices Resource Guide as well as open and review the linked policies and resources for complete information on each topic. In addition to reviewing the listed policies, procedures and/or regulations, represented employees are encouraged to refer to the applicable collective bargaining agreements.

Complaints Concerning County Office Employees
Board Policy 1312.1
Superintendent Policy 4044

Child and Dependent Adult Abuse Reporting Requirement
Board Policy 5141.4

Confidentiality / Student Confidentiality
Superintendent Policy 4019.23
EC 49076

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Uniform Complaint Procedures (UCP)
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Board Policy 1312.3

Worker's Compensation
Superintendent Policy 4057.1

Workplace Violence Prevention Program (WPVV)

Injury & Illness Prevention Plan (IIPP)
Superintendent Policy 4019.41
Superintendent Policy 4019.42

MCOE employees are expected to review, understand, and abide by the policies and documents described above as well as all policies and statutes. The employee's signature at the end of this document is legally binding and indicates that the employee has read the terms and conditions carefully and understands their significance. All employees must review and sign MCOE's Employee Annual Notifications and Acknowledgement form. MCOE supervisors are required to enforce these policies consistently and uniformly. No supervisor has the authority to override the policies. Signed Acknowledgement forms are kept in personnel files. Any employee who violates MCOE policies may be subject to disciplinary action, up to and including termination.

Your signature on this form certifies that you received, know how to obtain, and understand all the above pertinent information.

I agree to comply with all responsibilities of employment and have read and understand the above-referenced information.

Employee Name: _____

Employee Signature: _____

Date: _____