***MEMORANDUM***

DATE: July 1, 2026

TO: ALL EMPLOYEES

To conform to state and federal guidelines, Oroville Union High School District annually disseminates the following reminders to all employees:

## CHILD ABUSE AND NEGLECT REPORTING ACT REQUIREMENTS

Employees shall be knowledgeable about the issues and reporting requirements of child abuse and neglect. New and substitute employees shall be provided a copy of Section 11164 et seq. of the Penal Code and sign the appropriate verification.

Section 11164-11174.3 of the Penal Code requires any child care custodian, medical practitioner, non-medical practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse or neglect to report the known or suspected instance of a child abuse or neglect to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

Not only is child abuse unlawful, it is not tolerated at OUHSD. If you suspect child abuse, please report it immediately to your supervisor or Superintendent. Refer to Governing Board Policy 5141.4.

## DRUG and ALCOHOL-FREE WORKPLACE

The maintenance of drug and alcohol-free workplaces is essential to school and the Oroville Union High School District.

Employees shall be notified of illegal and prohibited drug and alcohol activities and actions. The notification shall specify the actions that will be taken against employees who violate these prohibitions. The notification shall also state that as condition of employment, the employee will abide by the terms of this policy and notify the employer, within five days, of any criminal drug or alcohol stature conviction which he/she receives for a violation occurring in the workplace.

For the purpose of this policy, “conviction” shall mean a finding of guilt, including a plea of nolo contendere, or imposition of sentence, or both, by any judicial body charged to determine violations of federal or state criminal drug or alcohol statutes.

A drug alcohol-free awareness program shall inform employees about:

1. The dangers of drug and alcohol abuse in the workplace;
2. The OUHSD policy of maintaining drug and alcohol-free workplaces:
3. Any available drug and alcohol counseling, rehabilitation, and employee assistance program; and
4. The penalties that may be imposed on employees for drug and alcohol abuse violations.

The appropriate federal granting or contracting agencies shall be notified within ten (10) days after receiving notification, from an employee or otherwise, of any conviction for a violation occurring in the workplace.

Disciplinary action shall be made in accordance with relevant state and federal laws, employment contracts, collective bargaining agreements, and the Oroville Union High School District policies and practices.

As used in this policy “drug” and “drugs” refer to controlled substances as defined by State and Federal law.

## Tobacco-Free Schools

Smoking and the use of tobacco products is prohibited at all times in district-owned or leased buildings, on district property and in district vehicles. This prohibition applies to all employees, students and visitors at any instructional program, activity or athletic event.

All individuals on Oroville Union High School District premises share in the responsibility of adhering to this policy and informing appropriate school officials of any violations.

## Uniform Complaint Procedure

**Statement of Purpose:**

The Governing Board recognizes that the district is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs. The district shall investigate complaints alleging failure to comply with such laws and/or alleging discrimination and shall seek to resolve those complaints in accordance with the district's uniform complaint procedures. (5 CCR 4620)

The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination against any protected group as identified under Education Code 200 and 220 and Government Code 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any district program or activity that receives or benefits from state financial assistance. (5 CCR 4610)

Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and career technical and technical training programs, child care and development programs, child nutrition programs, and special education programs. (5 CCR 4610)

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board acknowledges and respects every individual's right to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process. This may include keeping the identity of the complainant confidential, as appropriate and except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee, on a case-by-case basis.

The Board prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades, or work assignments of the complainant.

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate that process. The Superintendent or designee shall ensure that the results are consistent with state and federal laws and regulations.

**Compliance Officer:**

The Governing Board designates the following compliance officer(s) to receive and investigate complaints and to ensure district compliance with law:

Superintendent
Oroville Union High School District
2211 Washington Avenue
Oroville, CA 95966
(530) 538-2300, extension 1107

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Superintendent or designee.

**Procedures:**

The following procedures shall be used to address all complaints which allege that the district has violated federal or state laws or regulations governing educational programs. The Compliance Officer shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with California Code of Regulations, Title 5, Section 4632 (5 CCR 4632).

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled and when a decision or ruling is made.

The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination or participation in complaint procedures. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

The Board acknowledges and respects student and employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis.

The Superintendent or designee shall annually provide written notification of the district's uniform complaint procedures to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

The Superintendent or designee shall make available copies of the district's uniform complaint procedures free of charge. (5 CCR 4622)
The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable
3. Advise the complainant of the appeal process pursuant to Education Code 262.3, including the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies
4. Include statements that:
   a) The district is primarily responsible for compliance with state and federal laws and regulations
   b) The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline
   c) An unlawful discrimination complaint must be filed not later than six months from the date the alleged discrimination occurs, or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination
   d) The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 days of receiving the

district's decision

e) The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision

**Step 1: Filing of Complaint:**

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the district. (5 CCR 4630)

A complaint alleging unlawful discrimination shall be initiated no later than six months from the date when the alleged discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination. A complaint may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. (5 CCR 4630)

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

**Step 2: Mediation:**

Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall precede with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5 CCR 4631)

**Step 3: Investigation of Complaint:**

The compliance officer is encouraged to hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative shall have an opportunity to present the complaint and evidence or information leading to evidence to support the allegations in the complaint. (5 CCR 4631)

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

The district's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

**Step 4: Response:**

Within 30 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5 below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five days, file his/her complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.
If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 days of the district's initial receipt the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

**Step 5: Final Written Decision:**

The district's decision shall be in writing and sent to the complainant. (5 CCR 4631)

The district's decision shall be written in English and in the language of the complainant whenever feasible or as required by law.
The decision shall include:

1. The findings of fact based on the evidence gathered (5 CCR 4631)
2. The conclusion(s) of law (5 CCR 4631)
3. Disposition of the complaint (5 CCR 4631)

4. Rationale for such disposition (5 CCR 4631)
5. Corrective actions, if any are warranted (5 CCR 4631)
6. Notice of the complainant's right to appeal the district's decision within 15 days to the CDE and procedures to be followed for initiating such an appeal (5 CCR 4631)
7. For discrimination complaints, notice that the complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies (Education Code 262.3)

If an employee is disciplined as a result of the complaint, the decision shall simply state that effective action was taken and that the employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.

**Appeals to the California Department of Education:**

If dissatisfied with the district's decision, the complainant may appeal in writing to the CDE within 15 days of receiving the district's decision. When appealing to the CDE, the complainant must specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's complaint procedures
7. Other relevant information requested by the CDE

The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists; including cases in which the district has not acted within 60 days of the date the complaint was filed with the district.

**Civil Law Remedies**

A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the district has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

American Arbitration Association, (800) 778-7879
State Mediation & Conciliation Services, (510) 873-6465
Superintendent, Butte County Office of Education, (530) 532-5761

**Professional Standards**

The Governing Board expects district employees to maintain the highest ethical standards, behave professionally, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employees shall engage in conduct that enhances the integrity of the district, advances the goals of the district's educational programs, and contributes to a positive school climate.

The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.

Each employee is expected to acquire the knowledge and skills necessary to fulfill his/her responsibilities and to contribute to the learning and achievement of district students.

**Inappropriate Conduct**

1. Inappropriate employee conduct includes, but is not limited to: 1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon.
2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed.
3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child
4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student
5. Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time
6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members
7. Willfully disrupting district or school operations by loud or unreasonable noise or other action
8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace, on district property, or at a school-sponsored activity
9. Being dishonest with students, parents/guardians, staff, or members of the public, including, but not limited to, falsifying information in employment records or other school records

10. Divulging confidential information about students, district employees, or district operations to persons or entities not authorized to receive the information
11. Using district equipment or other district resources for the employee's own commercial purposes or for political activities
12. Using district equipment or communications devices for personal purposes while on duty, except in an emergency, during scheduled work breaks, or for personal necessity Employees shall be notified that computer files and all electronic communications, including, but not limited to, email and voice mail, are not private. To ensure proper use, the Superintendent or designee may monitor employee usage of district technological resources at any time without the employee's consent.
13. Causing damage to or engaging in theft of property belonging to students, staff, or the district
14. Wearing inappropriate attire

**Reports of Misconduct**

An employee who observes or has evidence of another employee's inappropriate conduct shall immediately report such conduct to the principal or Superintendent or designee. An employee who has knowledge of or suspects child abuse or neglect shall file a report pursuant to the district's child abuse reporting procedures as detailed in AR 5141.4 - Child Abuse Prevention and Reporting.

Any reports of employee misconduct shall be promptly investigated. Any employee who is found to have engaged in inappropriate conduct in violation of law or Board policy shall be subject to disciplinary action and, in the case of a certificated employee, may be subject to a report to the Commission on Teacher Credentialing. The Superintendent or designee shall notify local law enforcement as appropriate.

An employee who has knowledge of but fails to report inappropriate employee conduct may also be subject to discipline. The district prohibits retaliation against anyone who files a complaint against an employee or reports an employee's inappropriate conduct. Any employee who retaliates against any such complainant, reporter, or other participant in the district's complaint process shall be subject to discipline.

**Notifications**

The section(s) of the district's employee code of conduct addressing interactions with students shall be provided to parents/guardians at the beginning of each school year and shall be posted on school and/or district web sites. (Education Code 44050)

**Professional Standards**

**Classified Employees**

School employees who are in daily contact with many phases of educational work should be persons whose conduct is beyond reproach and who sincerely believe in the advancement of education and the betterment of working conditions; therefore, the California School Employees' Association proposes this Code of Ethics as a standard for its members.

**As a School Employee I Will:**

1. Be proud of my vocation in order that I may use my best endeavors to elevate the standards of my position so that I may merit a reputation for high quality of service -- to the end that others may emulate my example.
2. Be a person of integrity, clean speech, desirable personal habits, and physical fitness.
3. Be just in my criticism and be generous in my praise; to improve and not destroy.
4. At all times, be courteous in my relations with students, parents, teachers and others.
5. Be a resourceful person who readily adapts himself to different kinds of work and changed conditions and finds better ways to do things.
6. Conduct myself in a spirit of friendly helpfulness to my fellow employees to the end that I will consider no personal success legitimate or ethical which is secured by taking unfair advantage of another.
7. Associate myself with employees of other districts for the purpose of discussing school problems and cooperating in the improvement of public-school conditions.
8. Always uphold my obligations as a citizen to my nation, my state, my school district and my community, and give them unswerving loyalty. 9. Always bear in mind that the purpose of CSEA is to promote the efficiency and raise the standards of all school employees and that I shall be equally obligated to assist all my fellow workers.

**Political Activities of Employees**

1. The Governing Board respects the right of school employees to engage in political discussions and activities on their own time and at their own expense. On such occasions, employees shall make it clear that they are acting as individuals and not as representatives of the district.
2. Like other community members, employees may use school facilities for meetings under the Civic Center Act.
3. Employees shall refrain from prohibited activities identified in law and administrative regulations. Employees who engage in these activities shall be subject to disciplinary action and/or criminal penalties.
4. 
5. Political Activities of Employees District employees shall not:
6. Use district funds, services, supplies or equipment to urge the passage or defeat of any ballot measure or candidate, including any candidate for election to the Governing Board (Education Code 7054) (cf. 1160 - Political Processes)
7. During working hours and on district property, solicit or receive any political funds or contributions to promote the passage or defeat of a ballot measure that would affect the rate of pay, hours of work, retirement, civil service or other working conditions (Education Code 7056)
8. During working hours and on district property, solicit or receive any political funds or contributions to promote the passage or defeat of other types of ballot measures
9. Use district time to urge the passage or defeat of any ballot measure or candidate
10. Use district equipment for the preparation or reproduction of political campaign materials, even if the district is reimbursed (cf. 3512 - Equipment)
11. Post or distribute political campaign materials on district property

12. Disseminate political campaign materials through the district's mail service, e-mail or staff mailboxes (cf. 4040 - Employee Use of Technology)
13. Use students to write, address or distribute political campaign materials
14. Present viewpoints on particular candidates or ballot measures in the classroom without giving equal time to the presentation of opposing views (cf. 6144 - Controversial Issues)
15. Wear buttons or articles of clothing that express political opinions on ballot measures or candidates during instructional time

However, teachers shall not be prohibited from wearing political buttons during non-instructional time, such as Back-to-School Night.

Nothing in Board policy or administrative regulation shall be construed to prevent employees from soliciting or receiving funds or contributions for political purposes during nonworking time, including before and after school, the lunch period or other scheduled work intermittency during the school day. (Education Code 7056)

**Employee Organizations**

Employee organizations may use district mailboxes and other means to communicate with employees, subject to reasonable regulation. Employee organizations may have access at reasonable times to areas in which employees work; may use institutional bulletin boards, mailboxes, and other means of communication and may use district facilities at reasonable times for the purpose of meetings. (Government Code 3543.1)

However, employee organizations shall not use district funds, services, supplies or equipment, such as the district mail system, to urge the passage or defeat of any ballot measure or candidate, including any candidate for election to the Board (Education Code 7054)

Access to district communication channels shall be limited in cases where such access would be disruptive to district operations.

In the event of a concerted action or work stoppage, political activities by employee organizations and individual employees shall be restricted to peaceful informational picketing and other activities allowed by law.

## INFECTIOUS DISEASE

### EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS

The superintendent or designee shall establish a written exposure control plan in accordance with state and federal standards for dealing with potentially infectious materials in the workplace, to protect employees from possible infection due to contact with bloodborne pathogens, including but not limited to hepatitis B virus, hepatitis C virus and human immunodeficiency virus (HIV).

The Superintendent or designee shall determine which employees have occupational exposure to bloodborne pathogens or other potentially infectious materials. In accordance with the district's exposure control plan, employees having occupational exposure shall be offered the hepatitis B vaccination.

Any employee not identified by the Superintendent or designee as having occupational exposure may submit a request to be included in the training and hepatitis B vaccination program. The Superintendent or designee may deny a request when there is no reasonable anticipation of contact with any infectious material.

### REGULATIONS REGARDING EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS

**Definitions**

Occupational Exposure means "reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties."

Exposure incident means "a specific eye, mouth, other mucous membrane, nonintact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties." Parenteral contact means "piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts, and abrasions."

**Exposure Control Plan**

The district's exposure control plan shall contain at least the following components: [Title 8, Section 5193(c)]

1. A determination of which employees have occupational exposure to blood or other potentially infectious materials;
2. A description of the schedule and method for implementing exposure control requirements, including, but not limited to:
   a. Universal precautions;
   b. Engineering and work practice controls;
   c. Personal protective equipment;
   d. Hepatitis B vaccination;
   e. Post-exposure evaluation and follow-up;
   f. Informing employees abut biohazards, including (1) labels and signs, and (2) training;
   g. Maintenance of training and medical records.
3. The district's procedure for evaluating circumstances surrounding exposure incidents.

The exposure control plan shall be reviewed and updated at least annually and whenever necessary to:

1. Reflect new or modified tasks and procedures affecting occupational exposure;
2. Reflect new or revised employee positions with occupational exposure;
3. Review the exposure incidents, which occurred since the previous update.

The district's Exposure Control Plan shall be accessible to employee upon request.

**Exposure Determination**

The district's exposure determination shall be made without regard to the use of personal protective equipment and shall include:

1. A determination of which employees have occupational exposure to bloodborne pathogens.
2. Job classifications in which some employees have occupational exposure.
3. All tasks and procedures, or groups of closely related tasks and procedures, in which occupational exposure occurs and which are performed by employees listed in item #2 above.

**Hepatitis B Vaccination**

Hepatitis B vaccinations shall be provided at no cost to those employees determined to have occupational exposure to blood and other potentially infectious materials. Employees who decline to accept the vaccination shall sign the hepatitis B waiver statement as required by law. [Title 8, Section 5193(f)]

**Personal Protective Equipment**

The district shall provide appropriate personal protective equipment at no cost to the employee. The district shall maintain, repair, make accessible and require employees to use and properly handle protective equipment. [Title 8, Section 5193(d)]

**Information and Training**

The district shall provide a training program as specified by law to all employees in job classifications which have been determined to have some degree of occupational exposure. The program shall be offered at the time of initial assignment, annually thereafter, and whenever a change of tasks or procedures affect the employee's exposure. Employees who fall within the definition of designated first-aid providers shall also receive training. Such training shall include the specifics of reporting first-aid incidents which involve blood or body fluids which are potentially infectious. [Title 8, Section 5193(g)]

**Exposure Incidents**

All exposure incidents must be reported as soon as possible to the Superintendent or designee. Following a report of an exposure incident, the district shall provide the exposed employee with a confidential medical evaluation and follow-up, as required by law. The district shall maintain the confidentiality of the affected employee and the exposure source during all phases of the post-exposure evaluation. [Title 8, Section 5193(f)]

**Records**

Medical and training records shall be kept in accordance with law. Medical records shall be maintained for the duration of employment plus thirty years. Training records shall be maintained for three years from the date of training. Medical records for each employee with occupational exposure will be kept confidential as appropriate and transferred or make available in accordance with law. [Title 8, Section 5193(h)]

**UNIVERSAL PRECAUTIONS**

All employees of the Oroville Union High School District will be annually informed about precautions that can be taken to prevent exposure to AIDS/HIV and Hepatitis B in the school setting.

Universal precautions shall be observed throughout the Oroville Union High School District to protect employees, students, and any other person in the school environment from contact with potentially infectious blood or other body fluids.

Universal precautions are appropriate for preventing the spread of all infectious disease and shall be used regardless of whether bloodborne pathogens are known to be present.

**REGULATIONS REGARDING UNIVERSAL PRECAUTIONS**

**Definition**

Universal precautions are an approach to infection control. According to the concept of universal precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens. [Title 8, Section 5193]

Human immunodeficiency virus (HIV) and hepatitis B virus (HBV) can be found in blood, semen, vaginal secretions, and breast milk. Other body fluids such as feces, urine, vomit, nasal secretions, sputum, and saliva may contain infectious germs that cause other disease. It is not always possible to know when blood or body fluids are infectious; therefore, all body fluids shall be handled as if infectious.

All students and staff shall routinely observe the following universal precautions for the prevention of infectious disease:

1. Wear disposable waterproof gloves whenever you expect to come into direct contact with blood, other body fluids, or contaminated items or surfaces. This applies to incidents including, but not limited to, caring for nosebleeds or cuts, cleaning up spills, or handling clothes soiled by blood or body fluids. Do not reuse gloves. After each use, remove the gloves without touching them outside and dispose

of them in a lined waste container. Gowns or smocks should also be worn if you anticipate soiling of clothes by body fluids or secretions;

2. Wash hands and any other contacted skin surfaces thoroughly for 15 to 30 seconds with dispensable soap and warm running water, rinse under running water, and thoroughly dry with disposable paper towels;
    a. Immediately after any accidental contact with blood, body fluids, drainage from wounds, or with soiled garments, objects for surfaces.
    b. Immediately after removing gloves, gowns, or smocks.
    c. Before eating, drinking or feeding.
    d. Before handling food, cleaning utensils or kitchen equipment.
    e. Before and after using the toilet or diapering.

    When running water is not available, use antiseptic hand cleanser and clean towels or antiseptic towelettes, and use soap and running water as soon as feasible.
3. Clean surfaces and equipment contaminated with blood with soap and water and disinfect them promptly with a fresh solution of bleach (ten parts water to one-part bleach) or other disinfectant. While cleaning, wear disposable gloves and use disposable towels whenever possible. Rinse mops or other nondisposable items in the disinfectant.
4. Properly dispose of contaminated materials and label them as biohazardous.
    a. Place blood, body fluids, gloves, bloody dressings, and other absorbent materials into appropriately labeled plastic bags or lined waste containers.
    b. Place needles, syringes, and other sharp disposable objects in leak-proof, puncture-proof containers.
    c. Bag soiled towels/other laundry. Presoak with disinfectant and launder with soap and water.
    d. Dispose of urine, vomitus, or feces in the sanitary sewer system.
5. Do not care for others' injuries if you have any uncovered bleeding or oozing wounds or nonintact skin conditions.,
6. Use a mouthpiece, resuscitation bag, or other ventilation device when readily available in place of mouth-to-mouth resuscitation. Staff shall immediately report any exposure incident or first aid incident in accordance with the Oroville Union High School District's Exposure Control Plan.

All employees of the Oroville Union High School District will be annually informed about the precautions that can be taken to prevent exposure to AIDS/HIV and Hepatitis B in the school setting.

## EMPLOYEE SAFETY

Safety is every employee's responsibility. The Governing Board expects all employees to use safe work practices and to correct any unsafe conditions which may occur through education, training and enforcement.

No employees shall be required or permitted to work under unsafe or hazardous conditions or to perform tasks that endanger their health, safety, or well being. Working conditions and equipment shall be maintained in compliance with standards prescribed by federal, state, and local laws and regulations.

A written Safety Program and Injury and Illness Prevention Program is established by the Oroville Union High School District which includes Right to Know Training.

## WORKERS' COMPENSATION

### GENERAL INFORMATION

All work-related injuries or illnesses must be reported to your supervisor immediately so that the appropriate actions can be taken. Details of the injury or illness must be provided in a written report and must be filed with the Personnel Department on the date of injury or as soon as possible thereafter.

Medical treatment will be provided through the Medical Provider Network (MPN) unless you have pre-designated your personal physician to treat you in case of a work-related injury or illness. Pre-designation must be done in writing with the physician's signature and on file with the Personnel Department prior to the injury.

### LEAVE INFORMATION

Workers' Compensation benefits only cover doctor-ordered time off work, not the time taken for medical appointments. Therefore, sick leave will be charged for these hours. It is advised that all medical or therapy appointments be made before or after work hours.

All doctor-ordered days off from work are initially charged to available leave. Once the claim is approved, leave hours will be credited back to your account. Be advised that if a claim is reported as "work related" and is denied by our workers compensation carrier, you will be solely responsible for all charges incurred.

CLASSIFIED & CONFIDENTIAL MANAGEMENT EMPLOYEES: The 60-day count of industrial accident leave runs concurrently with sick differential leave.

CERTIFICATED & CERTIFICATED MANAGEMENT EMPLOYEES: The 60-day count of industrial accident leave does not run concurrently with sick differential. Once the 60-day industrial accident leave is exhausted, sick differential begins.

SPECIAL NOTE FOR PERS MEMBERS: Service credit is earned during time off while on industrial medical leave.

It is the policy of the Oroville Union High School District to accommodate work restrictions whenever feasible. If accommodations cannot be made and you cannot perform your regular duties, you may be temporarily assigned to an alternate duty under OUHSD's Return-To-Work-Program.

## Notice of Rights for Victims of Violence (California AB 2499)

California law provides workplace protections for employees who are victims of domestic violence, sexual assault, stalking, or other qualifying acts of violence, as well as certain family members of victims.

Eligible employees may be entitled to:

- Take protected time off from work to seek medical attention, counseling, victim services, legal assistance, safety planning, relocation, or other services related to the violence.
- Take time off to obtain restraining orders, participate in court proceedings, or address issues arising from the violence.
- Request reasonable accommodations to help ensure workplace safety, such as schedule changes, transfers, modified work locations, or other safety measures.
- Be free from discrimination, retaliation, or adverse employment actions for requesting leave, accommodations, or exercising rights provided by law.

Employees should provide reasonable advance notice when possible. When advance notice is not feasible, supporting documentation may be requested consistent with applicable law.

The Company will maintain the confidentiality of information related to an employee's status as a victim of violence to the extent required by law.

Employees who need leave or workplace accommodations under these provisions should contact Human Resources.

## FAMILY MEDICAL LEAVE ACT (FMLA) – Federal
## CALIFORNIA FAMILY RIGHTS ACT (CFRA) – State

### WHO IS COVERED

The FMLA/CFRA provides a means for employees to balance their work and family responsibilities by taking unpaid leave for certain reasons. The Act is intended to promote the stability and economic security of families as well as the nation's interest in preserving the integrity of families.

To be eligible for FMLA/CFRA leave, an individual must (1) be employed by a covered employer and work at a worksite within 75 miles of which that employer employs at least 50 people; (2) have worked at least 12 months (which do not have to be consecutive) for the employer; and (3) have worked at least 1,250 hours during the 12 months immediately before the date FMLA/CFRA leave begins.

### BASIC PROVISIONS/REQUIREMENTS

The FMLA/CFRA provides an entitlement of up to 12 weeks of job-protected, unpaid leave during any 12-month period for the following reasons:

- Birth and care of the employee's child, or placement for adoption or foster care of a child with the employee;
- Care of an immediate family member (spouse, child, parent) who has a serious health condition; or
- Care of the employee's own serious health condition.
- For qualifying emergencies arising from the fact that the employee's spouse, son, daughter, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation. FMLA only

**Military Caregiver Leave:**

- Military Caregiver Leave provides eligible employees with up to 26 weeks of leave in any 12-month period in order to care for a service member with a serious illness or injury incurred in the line of duty on active duty.

If an employee was receiving group health benefits when leave began, an employer must maintain them at the same level and in the same manner during periods of FMLA/CFRA leave as if the employee had continued to work. Usually, an employee may elect (or the employer may require) the use of any accrued paid leave (vacation, sick, personal, etc.) for periods of unpaid FMLA/CFRA leave.

## ASBESTOS

Pursuant to the EPA's Asbestos Hazard Emergency Response Act (AHERA), all Oroville Union High School District facilities have been inspected for asbestos containing materials and management plans for the control of asbestos have been developed. The management plan includes the inspections, response actions, post response actions activities, periodic re-inspections, and operations/maintenance activities.

Also included are the names of the inspector, the management planner, forms in the management plan required by the Office of Public-School Construction and the documentation of all significant events including any fiber release episodes. All data relating to asbestos activities will be entered into the management plan within 30 days of the event.

A copy of the entire plan is available in the office of the designee (Maintenance Supervisor). Annual notifications will be made in the fall of each year. The management plan(s) will be available for review during regular business hours. A nominal duplicating fee may be charged for those who wish to obtain copies of the plans.

Periodic surveillance is performed. Small sections of asbestos may be removed throughout the year on regular maintenance and operations projects as necessary.

## INTEGRATED PEST MANAGEMENT (Healthy Schools Act of 2000)

The Oroville Union High School District in compliance with the Healthy Schools Act of 2000 utilizes a comprehensive Integrated Pest Management Program (IPM).

Some of the internal OUHSD IPM steps include:

- Minimization of open foodstuffs from surfaces (especially over night). *Please note that Maintenance staff has been instructed to dispose of any open foodstuffs left overnight in OUHSD premises.* (This is the number one attraction for pest in our facilities.)
- Minimization and prompt clean up of foods and potable liquids by staff.
- Increased sanitation of waste receptacles.
- Elimination of vegetation in contact of buildings.
- Sealing of external portions of structures that allow pest access points.

Some of the basic Contracted IPM steps includes (performed by Licensed Pest Control Companies):

- Inspection of the exteriors of buildings.
- Inspection, baiting and monitoring of the interior of buildings.
- Sweeping webs from exterior doorways and other accessible areas for spider control.
- Pest Identification and recommendations regarding pest problems and treatment.
- Inspections reports.

Products deployed may be in the form of self-contained bait or trap, gels or paste deployed as a crack and crevice treatment, and any pesticide exempted from regulation by the United States Environmental Protection Agency pursuant to the Federal Insecticide, fungicide, and Rodentcide Act, or anti-microbial pesticides, including sanitizers and disinfectants. These exempted products may be utilized by the Licensed Pest Control applicator where determined appropriate. Use of these materials are exempted from the notification, posting and record keeping requirements of the act. Only in an extreme emergency (necessary to protect health and safety of students and staff) situation will a spray-type pesticide or other methods/products be used. ***All pesticides applications must be approved by the maintenance supervisor.***

## SEXUAL HARASSMENT

Sexual harassment of, or by, any employee shall not be tolerated.

Pursuant to Education Code 212.5, unwelcome sexual advances, requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite gender, in the work or educational setting, constitute sexual harassment when:

1. Submission to the conduct is made expressly or implicitly a term or condition of the individual's employment.
2. Submission to or rejection of such conduct is used as the basis for an employment decision affecting the harassed employee.
3. The conduct has the purpose or effect of unreasonably interfering with the other individual's work or academic performance by creating an intimidating, hostile, or offensive work or educational environment.
4. Submission to, or rejection of, the conduct is the basis for any decision affecting benefits, services, honors, programs or other available activities.

Employees shall be encouraged to immediately report incidents of sexual harassment to his or her immediate supervisor, the principal, district administrator or Superintendent without fear of reprisal. Complaints involving sexual harassment shall be processed by using the complaint procedures outlined in Administrative Regulation 4031.

## DRESS AND GROOMING

The Governing Board believes that appropriate dress and grooming by district employees contribute to a productive learning environment and model positive behavior. During school hours and at school activities, employees shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, and not endanger the health or safety of employees or students. All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor.

## EMPLOYEE USE OF TECHNOLOGY

**User Obligations and Responsibilities:**

Employees are authorized to use the Oroville Union High School District's on-line services in accordance with user obligations and responsibilities specified in this policy.

1. The employee in whose name an on-line account is issued is responsible for its proper use at all times. Users shall keep account information, home addresses, and telephone numbers private. They shall use the system only under their own account number.
2. Employees shall use the system safely, responsibly, and primarily for work-related purposes.
3. Employees should have no expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the district's computer network or stored in his/her directory. The district reserves the right to monitor any on-line communications for improper use. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by district officials.
4. The use of the district's Education's system is a privilege, not a right, and inappropriate use may result in cancellation of those privileges.
5. Employees shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.
6. User's shall not use the system to promote unethical practices or any activity prohibited by law, Board policy or administrative regulations.
7. User's may download copyrighted material for educational purposes only. Employees shall not use the system to engage in commercial or other for-profit activities without the permission of the Superintendent or designee.
8. Employees shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, copy, modify, or forge other users' email.
9. Users shall report any security problem or misuse of the services to the Superintendent or designee.

## NOTICE TO STAFF

This notice will serve to confirm that the Oroville Union High School District is not responsible for damage to employee-owned vehicles while located on district property as there is no bailment relationship between the employee and district guaranteeing the safety/condition of the employee-owned vehicles.

However, vehicle damage that is proximately caused by the district's active negligence (example: mower kicking rock at vehicle windshield) may be considered.

## EMPLOYEE BENEFITS NOTICE – 403(B) OR 457 (B)

As an employee of the Oroville Union High School District, we are pleased to inform you that you are eligible to participate in our 403(b) or 457(b) retirement plans. Our 403(b) or 457(b) plan allows you to contribute money directly from your paycheck into a retirement account you choose from our approved list. Participation in the plan not only helps you prepare for a more financially secure future, it can provide significant tax advantages today.

To learn more, order the booklet **A Guide to Your California Retirement Benefits,** available at no charge from our plan administrator, Tax Deferred Solutions (TDS), California's largest independent provider of 403(b) and 457(b) plan administration services. In addition, you may also request a FREE estimate of your projected retirement benefits.

The book will help explain:

- Your STRS/PERS retirement benefit
- How to maximize your pension
- Ways to increase your service credit
- Supplemental retirement planning options available to you.

Visit www.403bcompare.com for information on investment providers available in our plan. A list of 457(b) providers is available from the payroll or benefits office or from TDS. Once selected, simply create an account and submit a Salary Amendment Agreement to us to begin contributing.

2025 "Normal" Contribution Limit, for 403(b) and 457(b)…… ……. $23,500
Additional Age-Related Annual "Catch-Up" Limit, for 403(b) and 457(b)……$7,500
Additional 402(g) Contribution Limit for a 403(b)……..…Additional Amount Varies
"Final 3 Years" Contribution Limit for a 457(b)……..…. Additional Amount Varies

For questions contact: Oroville Union High School District Payroll Technician at (530) 538-2300 ext. 1105.

***AS A PUBLIC EMPLOYEE, DID YOU KNOW…***

- **Use of OUHSD telephones for personal long-distance and toll calls.**
- **Use of OUHSD mail system for personal use…**
- **Use or removal of OUHSD equipment for personal use…**
- **Use or removal of OUHSD supplies for personal use…**
- **Use of OUHSD facilities for personal use…**
- **Unauthorized absence from the work place during work hours…**
- **Collecting payment from two employees for the same work time…**

***ARE DEFINED AS A "GIFT OF PUBLIC FUNDS" AND ARE PRACTICES THAT ARE ILLEGAL!***

**FOR THE MOST UP TO DATE INFORMATION PLEASE VISIT THE DISTRICT WEBSITE AT www.ouhsd.org**

**QUESTIONS CONCERNING THESE POLICIES MAY BE DIRECTED TO THE HUMAN RESOURCES DEPARTMENT**

Oroville Union High School District
2211 Washington Avenue
Oroville, CA 95966

Human Resources
(530) 538-2300 ext. 1117

**CERTIFICATION OF HEALTH CARE PROVIDER**
**(FAMILY MEDICAL LEAVE ACT (FMLA) CALIFORNIA FAMILY RIGHTS ACT (CFRA)**

INSTRUCTIONS FOR EMPLOYEE
You are required to submit a timely, complete, and sufficient medical certification to support your request for leave. Providing this completed form is required and failure to provide a complete and sufficient medical certification to the District may result in a delay or denial of your leave request. If you are seeking leave to care for a family member, please provide Item 14 on page 4 of this document to the healthcare provider. Item 14 should not be returned to the District but is a reference for the healthcare provider.

This form should be completed prior to the start of your leave or if that is not possible, returned within 15 calendar days. If you cannot return the completed form within the stated deadline, please contact Human Resources at 530.538.2300 ext. 1117 with the reasons for the delay and the date when the certification will be provided. You may return the form in person, by mail or by fax. The fax number is 530.538.2308.

INSTRUCTIONS FOR HEALTHCARE PROVIDER
The below-named employee has requested a leave of absence under FMLA and the CFRA. This medical certification form will provide the Oroville Union High School District with information needed to determine if the employee's requested leave is for a qualifying reason under FMLA and/or CFRA.

IMPORTANT NOTE: The California Genetic Information Nondiscrimination Act of 2011 (CalGINA) prohibits employers and other covered entities from requesting, or requiring, genetic information of an individual or family member of the individual except as specifically allowed by law. To comply with the Act, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic Information," as defined by CalGINA, includes information about the individual's or the individual's family member's genetic tests, information regarding the manifestation of a disease or disorder in a family member of the individual, and includes information from genetic services or participation in clinical research that includes genetic services by an individual or any family member of the individual. "Genetic Information" does not include information about an individual's sex or age.

1. Employee's name: _____

2. Patient's name (If other than employee): _____

Patient's relationship to employee: _____

Is patient under 18 or an adult dependent child? Yes ☐ No ☐

3. Date medical condition or need for treatment commenced: _____

[NOTE: DO NOT DISCLOSE THE UNDERLYING DIAGNOSIS WITHOUT CONSENT FROM THE PATIENT)

4. Probable duration of medical condition or need for treatment: _____

5. Attached is a description of what constitutes a "serious health condition" under both the federal Family and Medical Leave Act (FMLA) and the California Family Rights Act
(CFRA). Does the patient's condition qualify as a serious health condition?
Yes ☐ No ☐

If the certification is for the serious health condition of the employee, please answer the following:

6. Is the employee able to perform work of any kind? (If "No," skip next question.)

Yes ☐ No ☐

7. Is employee unable to perform any one or more of the essential functions of employee's position? (Answer after reviewing attached job description.)

Yes ☐ No ☐

If yes, please explain:

_____

_____

If the certification is for the care of the employee's family member, please answer the following:

8. Does (or will) the patient require assistance for basic medical, hygiene, nutritional needs, safety, or transportation? Yes ☐ No ☐

9. After review of the employee's signed statement (See Item 14 provided by employee), does the condition warrant the participation of the employee? (This participation may include psychological comfort and/or arranging for third-party care for the family member.) Yes ☐ No ☐

10. Please estimate the period of time care is needed or during which the employee's presence would be beneficial:
_____

Please answer the following questions only if the employee is asking for intermittent leave or a reduced work schedule:

11. Intermittent Leave: Is it medically necessary for the employee to be off work on an intermittent basis due to the serious health condition of the employee or family member? Yes ☐ No ☐

If yes, please indicate the estimated frequency of the employee's need for intermittent leave and the duration of such leaves (e.g. frequency: 1 episode every 3 months; duration: lasting 1-2 days per episode):

Frequency: ____ times per week(s) or month(s) (circle week(s) or month(s))
Duration: _____hours per day or ____ day(s) per episode

12. Reduced Schedule Leave: Is it medically necessary for the employee to work less than the employee's normal work schedule due to the serious health condition of the employee or family member? Yes ☐ No ☐

If yes, please indicate the part-time or reduced work schedule the employee needs:

Frequency ___ hour(s) per day; ___days per week, from _____ through _____

13. Time Off for Medical Appointments or Treatment: Is it medically necessary for the employee to take time off work for doctor's visits or medical treatment, either by the health care practitioner or another provider of health services? Yes ☐ No ☐

If yes, please indicate the estimated frequency of the employee's need for leave for doctor's visits or medical treatment, and the time required for each appointment, including any recovery period:

Frequency: ____ times per _____week(s) _____month(s)
Duration: _____hours or ____ day(s) per appointment/treatment

I attest that I have examined Employee and have read the entirety of this certification, and all attachments to it, prior to signing it.

Name, license number and medical/health care specialty of health care provider.

_____
_____
_____

Signature of health care provider: _____ Date: _____

Attachments: ☐ DFEH Description of Serious Health Condition ☐ Employee Job Description

ITEM 14 IS TO BE COMPLETED BY THE EMPLOYEE NEEDING FAMILY LEAVE.
**** TO BE PROVIDED TO THE HEALTH CARE PROVIDER.
**** DO NOT RETURN TO DISTRICT.

14. For employee use: If you are seeking leave to care for a family member with a serious health condition, please provide a description of the care you will provide to the family member, including a schedule if leave is to be taken on an intermittent or reduced work schedule.

_____
_____
_____

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

I certify the above statement regarding my care for a family member with a serious health condition is a true and correct statement which I provided to the healthcare provider.

| _____ | _____ | _____ |
|---|---|---|
| Employee Name | Employee Signature | Date |

THIS ITEM IS TO BE COMPLETED BY THE EMPLOYEE NEEDING LEAVE TO CARE FOR A FAMILY MEMBER WITH A SERIOUS HEALTH CONDITION AFTER PROVIDING THE HEALTHCARE PROVIDER WITH ITEM 14. PLEASE RETURN TO DISTRICT.

I certify that I am requesting leave to care for a family member with a serious health condition. I provided the healthcare provider with a response to Item 14 including a description of the care that I will provide. I further certify the statement I provided the healthcare provider was a true and correct statement regarding the care my family member needs and which I intend to provide.

| _____ | _____ | _____ |
|---|---|---|
| Employee Name | Employee Signature | Date |

**SERIOUS HEALTH CONDITION**

"Serious health condition" means an illness, injury (including, but not limited to, on-the-job injuries), impairment, or physical or mental condition of the employee or a child, parent, or spouse of the employee that involves either inpatient care or continuing treatment, including, but not limited to, treatment for substance abuse. A serious health condition may involve one or more of the following:

HOSPITAL CARE

Inpatient care in a hospital, hospice, or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care. A person is considered an "inpatient" when a health care facility formally admits them to the facility with the expectation that they will remain at least overnight and occupy a bed, even if it later develops that such person can be discharged or transferred to another facility and does not actually remain overnight.

ABSENCE PLUS TREATMENT

A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:

1. Treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider; or
2. Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.

PREGNANCY

Any period of incapacity due to pregnancy or for prenatal care. *An employee's own incapacity due to pregnancy is covered as a serious health condition under FMLA but not under CFRA*

CHRONIC CONDITIONS REQUIRING TREATMENT

A chronic condition, which:

1. Requires periodic visits for treatment by a health care provider, or by a nurse of physician's assistant under direct supervision of a health care provider;
2. Continues over an extended period of time (including recurring episodes of a single underlying condition); and
3. May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

PERMANENT/LONG-TERM CONDITIONS REQUIRING SUPERVISION

A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.

MULTIPLE TREATMENTS (NON-CHRONIC CONDITIONS)

Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), or kidney disease (dialysis).

**NOTE: This verification is necessary before approving an employee's request for leave of absence.**

# Signed Statement – Annual Notification/New Hire Orientation

Child Abuse Neglect Reporting Act
Drug and Alcohol-Free Workplace
Tobacco-Free Schools
Uniform Complaint Procedures
Professional Standards
Political Activities of Employees
Infectious Disease/Universal Precautions
Employee Safety
Workers' Compensation
Leave Information (FMLA/CFRA)
Notice of Rights for Victims of Violence (California AB 2499)
Asbestos Information
Integrated Pest Management (Healthy Schools Act of 2000)
Sexual Harassment
Dress & Grooming
Employee Use of Technology
Notice to Staff – Employee-owned vehicles
Employee Benefits Notice – 403(b0 and 457(b)
Oath or Affirmation (New Hire Only)
Health and Welfare Benefits (New Hire Only)
Job Description (New Hire Only)
PERS/STRS Information (New Hire Only)
Employee Assistance Program Information (attached)

I have received the above information and will comply with its provisions:

_____ _____

Employee's Signature Date

This statement is a permanent record of the district.