

**ALL PERSONNEL****Employee Notifications**

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

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

*Legal Reference:**EDUCATION CODE*

- 231.5 Sexual harassment policy*
- 17612 Notification of pesticide use*
- 22455.5 STRS information to potential members*
- 22461 Postretirement compensation limitation*
- 35031 Nonreelection of superintendent, assistant superintendent, or manager of classified services*
- 35171 Notice of regulations pertaining to certificated employee evaluations*
- 37616 Notice of public hearing on year-round schedule*
- 44031 Personnel file contents, inspection*
- 44663-44664 Evaluation of certificated employees*
- 44842 Reemployment notices, certificated employees*
- 44896 Transfer of administrator or supervisor to teaching position*
- 44916 Written statement of employment status*
- 44929.21 Reelection or nonreelection of probationary employee after second year*
- 44934 Notice of disciplinary action for cause*
- 44938 Notice of unprofessional conduct and opportunity to correct*
- 44940.5-44941 Notification of suspension and intent to dismiss*
- 44948.3-44948.5 Dismissal of probationary employees*
- 44949 Cause, notice and right to hearing*
- 44951 Continuation in position unless notified, administrative or supervisory personnel*
- 44954 Nonreelection of temporary employees*
- 44955 Reduction in number of employees*
- 45113 Notification of charges, classified employees*
- 45117 Notice of layoff, classified employees*
- 45169 Employee salary data, classified employees*
- 45192 Industrial and accident leave*
- 45195 Additional leave*
- 46162 Notice of public hearing on block schedule*
- 49079 Notification to teacher; student who has engaged in acts re: grounds suspension or expulsion*

*GOVERNMENT CODE*

- 1126 Incompatible activities of employees*
- 3100-3109 Oath or affirmation of allegiance*
- 8355 Certification of drug-free workplace, including notification*
- 12950 Sexual harassment*
- 54957 Complaints against employees; right to open session*
- 54963 Unauthorized disclosure of confidential information*

**Personnel**

**Superintendent's Policy 4112.8(b)  
4212.8  
4312.8**

*HEALTH AND SAFETY CODE*

*104420 Tobacco-free schools*

*120875 Information on AIDS, AIDS-related conditions, and hepatitis B*

*120880 Notification to employees re AIDS, AIDS-related conditions, and hepatitis B*

*LABOR CODE*

*2800.2 Notification of availability of continuation health coverage*

*3550-3553 Notifications re: workers' compensation benefits*

*5401 Workers' compensation; claim form and notice of potential eligibility*

*PENAL CODE*

*11165.7 Child Abuse and Neglect Reporting Act; notification requirement*

*11166.5 Employment; statement of knowledge of duty to report child abuse or neglect*

*UNEMPLOYMENT INSURANCE CODE*

*2613 Disability insurance; notice of rights and benefits*

*CODE OF REGULATIONS, TITLE 2*

*7288.0 Sexual harassment training, provision of district policy*

*CODE OF REGULATIONS, TITLE 5*

*4622 Uniform complaint procedures*

*80303 Reports of change in employment status, alleged misconduct*

*CODE OF REGULATIONS, TITLE 8*

*3204 Employees exposed to bloodborne pathogens, access to exposure and medical records*

*5193 California bloodborne pathogens standard*

*UNITED STATES CODE, TITLE 38*

*4344 Uniformed Services Employment and Reemployment Rights Act, notice requirement*

*UNITED STATES CODE, TITLE 41*

*8101-8106 Drug-Free Workplace Act*

*CODE OF FEDERAL REGULATIONS, TITLE 29*

*825.300 Family and Medical Leave Act; notice requirement*

*CODE OF FEDERAL REGULATIONS, TITLE 34*

*104.8 Nondiscrimination*

*106.9 Dissemination of policy, nondiscrimination on basis of sex*

*CODE OF FEDERAL REGULATIONS, TITLE 40*

*763.84 Asbestos inspections, response actions and post-response actions*

*763.93 Asbestos management plans*

*CODE OF FEDERAL REGULATIONS, TITLE 49*

*382.601 Controlled substance and alcohol use and testing notifications*