

## **Personnel**

### **Employee Notifications**

The district shall provide employees with the following notifications and shall obtain signed acknowledgments that the notifications were received when so required by law or by district policy or regulations.

#### Acknowledgments Required by Law

1. Legal obligation to report known or suspected instances of child abuse

(cf. 5141.4 - Child Abuse Reporting Procedures)

(cf. E 4112.9 – Signed Statement – Child Abuse Reporting Requirements)

2. Oath or affirmation of allegiance required of public employees

(cf. 4112.3 - Oath or Affirmation)

3. Hepatitis B vaccine declination

(cf. 4119.42 - Exposure Control Plan for Bloodborne Pathogens)

4. Notice of release from position requiring an administrative or supervisory credential

(cf. 4313.2 - Promotion/Demotion/Reclassification)

5. The classified employee's class specification, salary data, assignment or work location, duty hours and prescribed workweek

(cf. 4212 - Appointment and Conditions of Employment)

6. Information about certificated employee membership in the State Teachers' Retirement System

(cf. 4117.1 - Retirement)

#### Acknowledgments Not Required by Law

1. The district's drug- and alcohol-free workplace

(cf. 4020 - Drug and Alcohol-Free Workplace)

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**Employee Notifications (continued)**

2. The district's nonsmoking policy  
(cf. 3513.3 - Tobacco-Free Schools)
3. Prohibition of sexual harassment  
(cf. 4119.11 - Sexual Harassment)
4. The certificated employee's employment status and salary  
(cf. 4112.1 - Contracts)
5. State disability insurance rights and benefits  
(cf. 4154 - Health and Welfare Benefits)
6. Certificated employee evaluations  
(cf. 4115 - Evaluation/Supervision)  
(cf. 4315 - Evaluation/Supervision)
7. Requirements and information pertinent to emergency teaching or specialist permit applicants  
(cf. 4112.2 - Certification)

Legal Reference:

EDUCATION CODE

- 231.5 Sexual harassment policy
- 22455.5 STRS information to potential members
- 22515 Irrevocable election to join STRS
- 44031 Personnel file contents, inspection
- 44663 Evaluation and assessment; copy to certificated employee
- 44916 Written statement of employment status
- 44949 Cause, notice and right to hearing
- 44951 Continuation in position unless notified
- 45113 Notification of charges
- 45169 Employee salary data

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**Employee Notifications (continued)**

GOVERNMENT CODE 3100-3109 Oath or affirmation of allegiance

8355 Certification of drug-free workplace, including notification

PENAL CODE

11166.5 Employment; statement of knowledge of duty to report

UNEMPLOYMENT INSURANCE CODE

2613 Notice of rights and benefits

CODE OF REGULATIONS, TITLE 5

80026.1 Information to applicants

CODE OF REGULATIONS, TITLE 8

5193 California bloodborne pathogens standard

CODE OF FEDERAL REGULATIONS, TITLE 49

382.601 Controlled substance and alcohol use and testing notifications

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