

## **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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