

EMPLOYEE NOTIFICATIONS

The Governing Board believes that providing clear communications to staff is essential to establishing a professional, positive work environment and enhancing their 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 district's policies, programs, activities, and operations.

When required by law, Board policy, or administrative regulation, district 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	Non-reelection 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 non-reelection 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	Non-reelection 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

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
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CODE OF REGULATIONS, TITLE 2

7288.0	Sexual harassment training, provision of district policy
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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 blood-borne pathogens, access to exposure and medical records
5193	California blood-borne pathogens standard

UNITED STATES CODE, TITLE 38

MANAGEMENT

4112.9; 4212.9; 4312.9

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