

## EMPLOYEE NOTIFICATIONS

The Board of Trustees 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.

(cf. 3580 - District Records)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

### 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

**EMPLOYEE NOTIFICATIONS (continued)**

Legal Reference: Continued

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*

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*

Legal Reference:

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*

Policy

Adopted: February 12, 2013

**JEFFERSON SCHOOL DISTRICT**

Tracy, California