

PERSONNEL: GENERAL**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.

(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

[49013](#) Complaints regarding student fees

[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

[1797.196](#) Automated external defibrillators; notification of use and locations

[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

11049 Notice of right to request pregnancy disability leave or transfer

11096 Notice of right to request family care leave

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

CODE OF REGULATIONS, TITLE 13

[1234](#) Reports regarding school buses and bus drivers

[2480](#) Vehicle idling, limitations

UNITED STATES CODE, TITLE 20

[6316](#) School improvement

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

Policy Adopted: November 17, 2015