

**Policy 4312.9: Employee Notifications**

**Status:** DRAFT

**| Last Revised Date:** 12/11/2012

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 the Superintendent or designee 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.

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

<b>State References</b>	<b>Description</b>
13 CCR 1234	Reports regarding school buses and bus drivers - <a href="https://simbli.eboardsolutions.com/SU/SQau3DbO6CrkhKYsUmPVoA==">https://simbli.eboardsolutions.com/SU/SQau3DbO6CrkhKYsUmPVoA==</a>
13 CCR 2480	Vehicle idling, limitations - <a href="https://simbli.eboardsolutions.com/SU/fsf0ysaXD9tFEJN0131FOw==">https://simbli.eboardsolutions.com/SU/fsf0ysaXD9tFEJN0131FOw==</a>
2 CCR 11023	Harassment and discrimination prevention and correction - <a href="https://simbli.eboardsolutions.com/SU/haAgKnrQhVJbslsh34hY5zslsh5Q==">https://simbli.eboardsolutions.com/SU/haAgKnrQhVJbslsh34hY5zslsh5Q==</a>
2 CCR 11035-11051	Unlawful sex discrimination: pregnancy, childbirth and related medical conditions - <a href="https://simbli.eboardsolutions.com/SU/GplusgYNhBplus6hlimWMyAuhwJw==">https://simbli.eboardsolutions.com/SU/GplusgYNhBplus6hlimWMyAuhwJw==</a>
2 CCR 11087-11098	California Family Rights Act - <a href="https://simbli.eboardsolutions.com/SU/abM0slshHCKrMbGboplusCdDilag==">https://simbli.eboardsolutions.com/SU/abM0slshHCKrMbGboplusCdDilag==</a>
5 CCR 4622	Uniform complaint procedures
5 CCR 80303	Reports of change in employment status, alleged misconduct
8 CCR 3204	Access to employee exposure and medical records
8 CCR 5191	Chemical hygiene plan
8 CCR 5194	Hazard communication
Civ. Code 1798.29	District records; breach of security - <a href="https://simbli.eboardsolutions.com/SU/LBkkDX8OIBFu9JplusO9hdW9w==">https://simbli.eboardsolutions.com/SU/LBkkDX8OIBFu9JplusO9hdW9w==</a>
Ed. Code 17612	Notification of pesticide use
Ed. Code 22455.5	STRS information to potential members
Ed. Code 22461	Postretirement compensation limitation
Ed. Code 231.5	Sexual harassment policy
Ed. Code 35031	Term of employment
Ed. Code 35171	Availability of rules and regulations for evaluation of performance
Ed. Code 37616	Notice of public hearing on year-round schedule
Ed. Code 44663-44664	Evaluation of certificated employees
Ed. Code 44842	Reemployment notices, certificated employees
Ed. Code 44896	Transfer of administrator or supervisor to teaching position
Ed. Code 44916	Written statement of employment status
Ed. Code 44929.21	Notice of reelection decision; districts with 250 ADA or more
Ed. Code 44929.23	Districts with less than 250 ADA

Ed. Code 44934	Notice of disciplinary action for cause
Ed. Code 44938	Notice of unprofessional conduct and opportunity to correct
Ed. Code 44940.5-44941	Notification of suspension and intent to dismiss
Ed. Code 44948.3-44948.5	Dismissal of probationary employees
Ed. Code 44948.5	Nonreelection procedures, districts under 250 ADA
Ed. Code 44949	Dismissal of probationary employees
Ed. Code 44951	Continuation in position unless notified, administrative or supervisory personnel
Ed. Code 44954	Nonreelection of temporary employees
Ed. Code 44955	Reduction in number of permanent employees
Ed. Code 44955.5	Decrease in number of permanent employees during specified time period upon determination related to local control funding formula per unit of average daily attendance
Ed. Code 45113	Notification of charges, classified employees
Ed. Code 45117	Notice of layoff, classified employees
Ed. Code 45169	Employee salary data, classified employees
Ed. Code 45192	Industrial accident and illness leave for classified employees
Ed. Code 45195	Additional leave
Ed. Code 46162	Alternative schedule for junior high and high school; public hearing with notice
Ed. Code 48201	Transfer student's record for acts that resulted in suspension or expulsion
Ed. Code 49013	Complaints regarding student fees
Ed. Code 49079	Notification to teacher, student who has engaged in acts re: grounds suspension or expulsion
Ed. Code 49414	Epinephrine auto-injectors
Ed. Code 49414.3	Administration of opioid antagonist
Gov. Code 1126	Incompatible activities of employees
Gov. Code 12950	Sexual harassment
Gov. Code 21029	Retirement credit for period of military service
Gov. Code 54957	Complaints against employees; right to open session
Gov. Code 54963	Unauthorized disclosure of confidential information
Gov. Code 8355	Certification of drug-free workplace, including notification
H&S Code 104420	Tobacco-free schools
H&S Code 120875	Information on AIDS, AIDS-related conditions, and hepatitis B
H&S Code 120880	Notification to employees re AIDS, AIDS-related conditions, and hepatitis B
H&S Code 1797.196	Automated external defibrillators; notification of use and locations
Lab. Code 230	Accommodations and leave for victims of domestic violence
Lab. Code 2800.2	Notification of availability of continuation health coverage
Lab. Code 3550-3553	Notifications re: workers' compensation benefits
Lab. Code 5401	Workers' compensation, claim form and notice of potential eligibility
Pen. Code 11165.7	Child Abuse and Neglect Reporting Act, notification requirement
Pen. Code 11166.5	Employment, statement of knowledge of duty to report child abuse or neglect
Unemp. Ins. Code 2613	Disability insurance; notice of rights and benefits
W&I Code 827	Limited exception to juvenile court record

**Federal References**

29 CFR 825.300	Family and Medical Leave Act; notice requirement
34 CFR 104.8	Nondiscrimination
34 CFR 106.9	Severability
34 CFR 84.205-84.210	Drug-free workplace statement
38 USC 4334	Uniformed Services Employment and Reemployment Rights Act, notice requirement
40 CFR 763.84	Asbestos inspections, response actions and post-response actions
40 CFR 763.93	Asbestos management plans
41 USC 8101-8106	Drug-Free Workplace Act
42 USC 11431-11435	McKinney-Vento Homeless Assistance Act
49 CFR 382.113	Controlled substance and alcohol use and testing notifications
49 CFR 382.303	Post-accident information, procedures, and instructions
49 CFR 382.601	Controlled substance and alcohol use and testing notification

**Description****Cross References**

0410	Nondiscrimination In District Programs And Activities - <a href="https://simbli.eboardsolutions.com/SU/FnDZ7yHITUVLmcPBwcYa4w==">https://simbli.eboardsolutions.com/SU/FnDZ7yHITUVLmcPBwcYa4w==</a>
1312.3	Uniform Complaint Procedures - <a href="https://simbli.eboardsolutions.com/SU/CfApluscpxRIZplusOj2lmuhfqBA==">https://simbli.eboardsolutions.com/SU/CfApluscpxRIZplusOj2lmuhfqBA==</a>
1312.3	Uniform Complaint Procedures - <a href="https://simbli.eboardsolutions.com/SU/NaAoUplustLOgdMDg4YyrqkSQ==">https://simbli.eboardsolutions.com/SU/NaAoUplustLOgdMDg4YyrqkSQ==</a>
1312.3-E PDF(1)	Uniform Complaint Procedures - <a href="https://simbli.eboardsolutions.com/SU/CGtJ1bS0fJ2qqnQzzY5qbQ==">https://simbli.eboardsolutions.com/SU/CGtJ1bS0fJ2qqnQzzY5qbQ==</a>
1312.3-E PDF(2)	Uniform Complaint Procedures - <a href="https://simbli.eboardsolutions.com/SU/hYsgaF9LHjeplus4tInfVHZyg==">https://simbli.eboardsolutions.com/SU/hYsgaF9LHjeplus4tInfVHZyg==</a>
2121	Superintendent's Contract - <a href="https://simbli.eboardsolutions.com/SU/3jnAT52i7xoxtslshnloobqpg==">https://simbli.eboardsolutions.com/SU/3jnAT52i7xoxtslshnloobqpg==</a>
3260	Fees And Charges - <a href="https://simbli.eboardsolutions.com/SU/y0gzCJ6sSplus9byK0L49dVplusQ==">https://simbli.eboardsolutions.com/SU/y0gzCJ6sSplus9byK0L49dVplusQ==</a>
3260	Fees And Charges - <a href="https://simbli.eboardsolutions.com/SU/Mr7mOJYGplusRzB7O3OQI7wEQ==">https://simbli.eboardsolutions.com/SU/Mr7mOJYGplusRzB7O3OQI7wEQ==</a>
3513.3	Tobacco-Free Schools - <a href="https://simbli.eboardsolutions.com/SU/LVtbcNpnXgQ4I3S1uk4oVg==">https://simbli.eboardsolutions.com/SU/LVtbcNpnXgQ4I3S1uk4oVg==</a>
3513.3	Tobacco-Free Schools - <a href="https://simbli.eboardsolutions.com/SU/r2bqvQEbcwEp8g54nBYyuQ==">https://simbli.eboardsolutions.com/SU/r2bqvQEbcwEp8g54nBYyuQ==</a>
3514	Environmental Safety - <a href="https://simbli.eboardsolutions.com/SU/shlp06OGQEIJcPeXKe3plusA==">https://simbli.eboardsolutions.com/SU/shlp06OGQEIJcPeXKe3plusA==</a>
3514	Environmental Safety - <a href="https://simbli.eboardsolutions.com/SU/9cYjplusPqlvVli7eaOJH77og==">https://simbli.eboardsolutions.com/SU/9cYjplusPqlvVli7eaOJH77og==</a>
3514.1	Hazardous Substances - <a href="https://simbli.eboardsolutions.com/SU/slshF2BkEjXOTUMPv1mpMHddg==">https://simbli.eboardsolutions.com/SU/slshF2BkEjXOTUMPv1mpMHddg==</a>
3514.1	Hazardous Substances - <a href="https://simbli.eboardsolutions.com/SU/3NzLgS05rlhR3fm2YbgOmw==">https://simbli.eboardsolutions.com/SU/3NzLgS05rlhR3fm2YbgOmw==</a>
3514.2	Integrated Pest Management - <a href="https://simbli.eboardsolutions.com/SU/W2Yj24ilN4UhsIshQ1VkiYZmQ==">https://simbli.eboardsolutions.com/SU/W2Yj24ilN4UhsIshQ1VkiYZmQ==</a>
3542	School Bus Drivers - <a href="https://simbli.eboardsolutions.com/SU/N6yKLMWbH6z96q33J3HiuQ==">https://simbli.eboardsolutions.com/SU/N6yKLMWbH6z96q33J3HiuQ==</a>

**Description**

3580 District Records -  
<https://simbli.eboardsolutions.com/SU/slshum9iqFSJwslshMnliyP5FuWQ==>

4020 Drug And Alcohol-Free Workplace -  
<https://simbli.eboardsolutions.com/SU/WOMcSVOOgRfTXFRMNB8rZA==>

4030 Nondiscrimination In Employment -  
<https://simbli.eboardsolutions.com/SU/japlusF1fDZLwk4z1txs8TVw==>

4030 Nondiscrimination In Employment -  
<https://simbli.eboardsolutions.com/SU/1hR1nwwQdqhZCpluskI91M7LA==>

4033 Lactation Accommodation -  
<https://simbli.eboardsolutions.com/SU/BCWG4ZmkOPFlvslshL6SHOGDA==>

4112.42 Drug And Alcohol Testing For School Bus Drivers -  
<https://simbli.eboardsolutions.com/SU/x8sXygV8J5UslshmpimKs4osA==>

4112.42 Drug And Alcohol Testing For School Bus Drivers -  
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4112.5 Criminal Record Check -  
<https://simbli.eboardsolutions.com/SU/k3JxZLYs4Qu9bUOSH7p5dg==>

4112.6 Personnel Files -  
<https://simbli.eboardsolutions.com/SU/ZbKyC91DY3CsgslshTWWChauQ==>

4115 Evaluation/Supervision -  
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4115 Evaluation/Supervision -  
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4116 Probationary/Permanent Status -  
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4116 Probationary/Permanent Status -  
<https://simbli.eboardsolutions.com/SU/p3UeTNzU5I2xnsIshhgHxo5xw==>

4117.14 Postretirement Employment -  
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4117.3 Personnel Reduction -  
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4117.7 Employment Status Reports -  
<https://simbli.eboardsolutions.com/SU/NHiicR0plusQplusLIV6uz4JtDzg==>

4118 Dismissal/Suspension/Disciplinary Action -  
<https://simbli.eboardsolutions.com/SU/rOKplusxHxHkrEBT6aplusTWhislshQ==>

4119.11 Sexual Harassment -  
<https://simbli.eboardsolutions.com/SU/SlyMh9PMikAPEOLcsVldiQ==>

4119.11 Sexual Harassment -  
<https://simbli.eboardsolutions.com/SU/BsxQhDtsvrsIshROgWBslGoVg==>

4121 Temporary/Substitute Personnel -  
<https://simbli.eboardsolutions.com/SU/DcCmKPh09vg5JzXomtjUHA==>

4121 Temporary/Substitute Personnel -  
<https://simbli.eboardsolutions.com/SU/YykFd9RvVplus6GgB2BddENyw==>

4154 Health And Welfare Benefits -  
<https://simbli.eboardsolutions.com/SU/6R1sBLgslshYgDslshAd2SuZj7eA==>

4154 Health And Welfare Benefits -  
<https://simbli.eboardsolutions.com/SU/WNoCah873JGR0slshZyGctZtQ==>

4158 Employee Security -  
<https://simbli.eboardsolutions.com/SU/NKJ0gbceQH90dq6IFUplus5tQ==>

4158 Employee Security -  
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4161.1 Personal Illness/Injury Leave -  
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4161.11 Industrial Accident/Illness Leave -  
<https://simbli.eboardsolutions.com/SU/Z0plusudejshsmM4HPD2Djivlg==>

4161.2 Personal Leaves -  
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4161.8 Family Care And Medical Leave -  
<https://simbli.eboardsolutions.com/SU/dkzM3sFaSMA9NvtdslshHt2slshw==>

4212 Appointment And Conditions Of Employment -  
<https://simbli.eboardsolutions.com/SU/2FhNDxwOQ6LaGbmeDKmSXA==>

4212.42 Drug And Alcohol Testing For School Bus Drivers -  
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4212.5 Criminal Record Check -  
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4212.6 Personnel Files -  
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4216 Probationary/Permanent Status -  
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4217.3 Layoff/Rehire -  
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4219.11 Sexual Harassment -  
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4254 Health And Welfare Benefits -  
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4254 Health And Welfare Benefits -  
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4258 Employee Security -  
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4258 Employee Security -  
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4261.1 Personal Illness/Injury Leave -  
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4261.11 Industrial Accident/Illness Leave -  
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4261.2 Personal Leaves -  
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4261.8 Family Care And Medical Leave -  
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4312.1 Contracts -  
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4312.42 Drug And Alcohol Testing For School Bus Drivers -  
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4312.42 Drug And Alcohol Testing For School Bus Drivers -  
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4312.6 Personnel Files -  
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4317.14 Postretirement Employment -  
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4319.11 Sexual Harassment -  
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4354 Health And Welfare Benefits -  
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4354 Health And Welfare Benefits -  
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4358 Employee Security -  
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4358 Employee Security -  
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4361.1 Personal Illness/Injury Leave -  
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4361.11 Industrial Accident/Illness Leave -  
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4361.2 Personal Leaves -  
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4361.8 Family Care And Medical Leave -  
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5141.4 Child Abuse Prevention And Reporting -  
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5141.4 Child Abuse Prevention And Reporting -  
<https://simbli.eboardsolutions.com/SU/gYslshHHnEDM0tHaXoDoUSGsw==>

5145.3 Nondiscrimination/Harassment -  
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5145.3 Nondiscrimination/Harassment -  
<https://simbli.eboardsolutions.com/SU/Rx7eYWCQJQxyhVGfnTMQBQ==>

6173 Education For Homeless Children -  
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6173 Education For Homeless Children -  
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9310 Board Policies -  
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9321-E PDF(1) Closed Session -  
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9321-E PDF(2) Closed Session -  
<https://simbli.eboardsolutions.com/SU/R7Dlslsh4Z8zkiT8c3evrPAg==>

9321 Closed Session -  
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