Board Policy Manual Azusa Unified School District

Status: DRAFT

Exhibit 4312.9-E(1): Employee Notifications

Original Adopted Date: Pending

See PDF on the next page.

Descriptor Code: 4312.9

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees			
At the beginning of school year or upon employment	Education Code 231.5; Government Code 12950	AR 4119.11 4219.11 4319.11	The district's policy on sexual harassment, legal remedies, complaints
Annually, and 72 hours before pesticide application	Education Code 17612	AR 3514.2	Use of pesticide product, active ingredients, Internet address to access information on pesticides
Prior to implementing year-round schedule	Education Code 37616	BP 6117	Public hearing on year-round program
Prior to implementing alternative schedule	Education Code 46162	BP 6112	Public hearing on alternative schedule in secondary grades
Annually	Education Code 49013; 5 CCR 4622	AR 1312.3 BP 0460 BP 3260	Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control and accountability plan
Annually	Education Code 49414	AR 5141.21	Request for volunteers to be trained to administer epinephrine auto-injectors
At least once per year	Education Code 49414.3	AR 5141.21	Request for volunteers to be trained to administer opioid antagonist
To all employees	Government Code 1126	BP 4136 4236 4336	Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal
When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees (continued)			
To all employees	Government Code 8355; 41 USC 8102; 34 CFR 84.205, 84.210	BP 4020 BP 4159 4259 4359	District's drug- and alcohol- free workplace; actions to be taken if violated; available employee assistance programs

Upon employment	Government Code 21029	None	Right to purchase PERS service credit for military service performed prior to public employment
Upon placement of automated external defibrillator (AED) in school, and annually thereafter	Health and Safety Code 1797.196	AR 5141	Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan
If the district receives Tobacco-Use Prevention Education funds	Health and Safety Code 104420	AR 3513.3	District's tobacco-free schools policy and enforcement procedures
Annually, or more frequently if there is new information	Health and Safety Code 120875, 120880	BP 4119.43 4219.43 4319.43	AIDS and hepatitis B, including methods to prevent exposure
To new employees upon hire and other employees upon request, in districts with 25 or more employees	Labor Code 230.1	AR 4161.2 4261.2 4361.2	Rights pursuant to Labor Code 230-230.1 pertaining to leaves and accommodations for victims of crime or abuse
With each paycheck	Labor Code 246	AR 4161.1 4361.1 AR 4261.1	Amount of sick leave available
Upon hire, in employee handbook, and upon request for parental leave	Labor Code 1034	BP 4033	The district's policy on lactation accommodation
To covered employees and former employees	Labor Code 2800.2	AR 4154 4254 4354	Availability of COBRA/ Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage
When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees (continued)			
To employees participating in a flexible spending account	Labor Code 2810.7	None	Deadline to withdraw funds from account before the end of the plan year
To every new employee, either at the time employee is hired or by end of first pay period	Labor Code 3551	AR 4157.1 4257.1 4357.1	Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor
Within one day of receiving notice of potential exposure	Labor Code 6409.6	AR 4157 4257	Potential exposure to COVID-19; benefits to which

to COVID-19, to employees who were on the premises during the infectious period, the exclusive representative, and the employer of subcontracted employees as applicable		4357	employees may be entitled; available leave options; protection against discrimination and retaliation; district's disinfection and safety plan
Prior to beginning employment	Penal Code 11165.7, 11166.5	AR 5141.4	Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law
Upon employment, and when employee goes on leave for specified reasons	Unemployment Insurance Code 2613	AR 4154 4254 4354	Disability insurance rights and benefits
To all employees and job applicants	2 CCR 11023; 34 CFR 104.8, 106.9	BP 0410 AR 4030	District's policy on nondiscrimination and related complaint procedures
To all employees via employee handbook, or to each new employee	2 CCR 11091, 11095; 29 CFR 825.300	AR 4161.8 4261.8 4361.8	Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible
To all employees	8 CCR 3203	AR 4157	The right and procedure to
		4257 4357	access the injury and illness prevention program
When/Whom to Notify	Education or Other Legal Code		
	Other Legal	4357 Board Policy/ Administrative	prevention program
to Notify	Other Legal	4357 Board Policy/ Administrative	prevention program
to Notify I. To All Employees (continued)	Other Legal Code	4357 Board Policy/ Administrative Regulation # AR 4119.11 4219.11	Subject Subject Nondiscrimination on the basis of sex; contact information for district's Title IX Coordinator; referral of inquiries to Title IX Coordinator and/or
to Notify I. To All Employees (continued) To all employees	Other Legal Code 34 CFR 106.8 40 CFR 763.84,	Board Policy/ Administrative Regulation # AR 4119.11 4219.11 4319.11	Subject Nondiscrimination on the basis of sex; contact information for district's Title IX Coordinator; referral of inquiries to Title IX Coordinator and/or Office for Civil Rights Availability of asbestos management plan; inspections, response actions, post-response

Upon employment of a retired certificated individual	Education Code 22461	AR 4117.14 4317.14	Postretirement earnings limitation or employment restriction; monthly report of compensation
To certificated employees	Education Code 35171	AR 4115 BP 4315	District regulations related to performance evaluations
30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated	Education Code 44663	AR 4115	Copy of employee's evaluation
To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee	Education Code 44664	AR 4115	Notice and description of the unsatisfactory performance
When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. To Certificated Employees (con	tinued)		
By May 30, if district issues reemployment notices to certificated employees	Education Code 44842	AR 4112.1	Request that the employee notify district of intent to remain in service next year
To probationary and temporary certificated employees upon employment, and every July thereafter	Education Code 44916	AR 4112.1 AR 4121	Employment status and salary
To probationary employee, by March 15	Education Code 44929.21, 44929.23, 44948.5	BP 4116	Whether or not employee is reelected for next school year
When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year	Education Code 44934, 44934.1, 44936	BP 4118 AR 4118	Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice
To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/ dismissal notice	Education Code 44938	BP 4118	Notice of deficiency and opportunity to correct
To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year	Education Code 44938	BP 4118	Notice of deficiency and opportunity to correct

To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings	Education Code 44940.5	AR 4118	Notice of intent to dismiss 30 days from notice unless employee demands hearing
To probationary employee 30 days prior to dismissal during school year, but not later than March 15 for a second-year probationary employee	Education Code 44948.3	AR 4118	Reasons for dismissal and opportunity to appeal
When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. To Certificated Employees (con	tinued)		
By March 15 when necessary to reduce certificated personnel, with final notice by May 15	Education Code 44949, 44955	BP 4117.3	Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination
Before the end of the school year to temporary employee who served 75 percent of school year but will be released	Education Code 44954	BP 4121	District's decision not to reelect employee for following school year
To teacher, when a student engages in or is reasonably suspected of specified acts	Education Code 49079	AR 4158 4258 4358	Student has committed specified act that constitutes ground for suspension or expulsion
To certificated employee upon change in employment status due to alleged misconduct or while allegation is pending	5 CCR 80303	AR 4117.7 4317.7	Contents of state regulation re: report to Commission on Teacher Credentialing
III. To Classified Employees			
When classified employee is subject to disciplinary action for cause, in nonmerit district	Education Code 45113	AR 4218	Notice of charges, right to hearing, timeline for requesting hearing
At least 60 days prior to layoff, or by April 29 for specially funded program that expires at end of school year	Education Code 45117	AR 4217.3	Notice of layoff and reemployment rights
Upon employment and upon each change in classification	Education Code 45169	AR 4212	Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek
To permanent employee whose leave is exhausted	Education Code 45192, 45195	AR 4261.1 AR 4261.11	Exhaustion of leave, opportunity to request additional leave
When/Whom	Education or Other Legal	Board Policy/ Administrative	

to Notify	Code	Regulation #	Subject
III. To Classified Employees (cont	inued)		
To school bus drivers and school activity bus drivers prior to expiration of specified documents	13 CCR 1234	AR 3542	Expiration date of driver's license, driver's certificate and medical certificate; need to renew
To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter	13 CCR 2480	AR 3542	Limitations on vehicle idling; consequences of not complying
To school bus drivers, prior to district drug testing program and thereafter upon employment	49 CFR 382.113, 382.601	AR 4112.42 4212.42 4312.42	Explanation of federal requirements for drug testing program and district's policy
To school bus drivers, prior to operating school bus	49 CFR 382.303	AR 4112.42 4212.42 4312.42	Post-accident information, procedures, and instructions
IV. To Administrative/Supervisory	Personnel		
To superintendent, deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract	Education Code 35031	BP 2121 BP 4312.1	Decision not to reelect or reemploy upon expiration of contract or term
Upon request by administrative or supervisory employee transferred to teaching position	Education Code 44896	AR 4313.2	Statement of the reasons for the reassignment
By March 15 to employee who may be released/reassigned the following school year	Education Code 44951	AR 4313.2	Notice that employee may be released or reassigned the following school year
V. To Individual Employees Under	Special Circumstance	S	
In the event of a breach of security of district records, to affected employees	Civil Code 1798.29	BP 3580	Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies
When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
V. To Individual Employees Under	Special Circumstance	es (continued)	
Prior to placing derogatory information in personnel file	Education Code 44031	AR 4112.6 4212.6 4312.6	Notice of derogatory information, opportunity to review and comment
To employees who volunteer to administer epinephrine	Education Code 49414	AR 5141.21	Defense and indemnification from civil liability by the

auto-injector			district
To district police officer, within 30 days of decision to impose discipline	Government Code 3304	AR 3515.3	Decision to impose discipline, including the date that discipline will be imposed
To employee returning from military leave of absence, within 30 days of return	Government Code 20997	AR 4161.5 4261.5 4361.5	Right to receive PERS service credit for military service; application form
24 hours before Board meets in closed session to hear complaints or charges against employee	Government Code 54957	BB 9321	Employee's right to have complaints/charges heard in open session
When taking disciplinary action against employee for disclosure of confidential information	Government Code 54963	BP 4119.23 4219.23 4319.23	Law prohibiting disclosure of confidential information obtained in closed session
Within one working day of work-related injury or victimization of crime	Labor Code 3553, 5401	AR 4157.1 4257.1 4357.1	Potential eligibility for workers' compensation benefits, claim form
When adverse employment action is based on DOJ criminal history information or subsequent arrest notification	Penal Code 11105, 11105.2	AR 4112.5 4212.5 4312.5	Copy of DOJ notification
To any employee with exposure to blood or other	8 CCR 3204	AR 4119.42 4219.42	The existence, location, and availability of exposure and
potentially infectious materials, upon initial employment and at least annually thereafter		4319.42	medical records; person responsible for maintaining and providing access to records; right to access records
potentially infectious materials, upon initial employment and at	Education or Other Legal Code	4319.42 Board Policy/ Administrative Regulation #	medical records; person responsible for maintaining and providing access to
potentially infectious materials, upon initial employment and at least annually thereafter When/Whom	Other Legal Code	Board Policy/ Administrative Regulation #	medical records; person responsible for maintaining and providing access to records; right to access records
potentially infectious materials, upon initial employment and at least annually thereafter When/Whom to Notify	Other Legal Code	Board Policy/ Administrative Regulation #	medical records; person responsible for maintaining and providing access to records; right to access records
potentially infectious materials, upon initial employment and at least annually thereafter When/Whom to Notify V. To Individual Employees Under To any employee assigned to a work area where hazardous chemicals are present, upon initial assignment and upon new	Other Legal Code r Special Circumstance	Board Policy/ Administrative Regulation #	medical records; person responsible for maintaining and providing access to records; right to access records Subject Location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure,
potentially infectious materials, upon initial employment and at least annually thereafter When/Whom to Notify V. To Individual Employees Under To any employee assigned to a work area where hazardous chemicals are present, upon initial assignment and upon new exposure situation To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is	Other Legal Code r Special Circumstance 8 CCR 5191	Board Policy/ Administrative Regulation # es (continued) AR 3514.1	medical records; person responsible for maintaining and providing access to records; right to access records Subject Location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material Any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety

receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave	11091	4361.8	eligible, reason not eligible; requirement to use paid leave; any requirement for fitness- for-duty certification; any subsequent changes in designation notice
Whenever notice of eligibility for FMLA is provided to employee	29 CFR 825.300	AR 4161.8 4261.8 4361.8	Rights and responsibilities re: use of FMLA; consequences of failure to meet obligations

Date Adopted: 5/1/2016 Last Revised: 3/1/2021 Last Reviewed: 3/1/2021 **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.

State References	Description
13 CCR 1234	Reports regarding school buses and bus drivers - https://simbli.eboardsolutions.com/SU/SQau3DbO6CrkhKYsUmPVoA==
13 CCR 2480	Vehicle idling, limitations - https://simbli.eboardsolutions.com/SU/fSf0ysaXD9tFEJN0131FOw==
2 CCR 11023	Harassment and discrimination prevention and correction - <a haagknrqhvjbslsh34hy5zslsh5q='="https://simbli.eboardsolutions.com/SU/haAgKnrQhVJbslsh34hY5zslsh5Q=="https://simbli.eboardsolutions.com/SU/haAgKnrQhVJbslsh34hY5zslsh5Q=="https://simbli.eboardsolutions.com/SU/haAgKnrQhVJbslsh34hY5zslsh5Q=="https://simbli.eboardsolutions.com/SU/haAgKnrQhVJbslsh34hY5zslsh5Q=="https://simbli.eboardsolutions.com/SU/haAgKnrQhVJbslsh34hY5zslsh5Q=="https://simbli.eboardsolutions.com/SU/haAgKnrQhVJbslsh34hY5zslsh5Q=="https://simbli.eboardsolutions.com/SU/haAgKnrQhVJbslsh34hY5zslsh5Q=="https://simbli.eboardsolutions.com/SU/haAgKnrQhVJbslsh34hY5zslsh5Q=="https://simbli.eboardsolutions.com/SU/haAgKnrQhVJbslsh34hY5zslsh5Q=="https://simbli.eboardsolutions.com/SU/haAgKnrQhVJbslsh34hY5zslsh5Q=="https://simbli.eboardsolutions.com/SU/haAgKnrQhVJbslsh34hY5zslsh5Q=="https://simbli.eboardsolutions.com/SU/haAgKnrQhVJbslsh34hY5zslsh5Q=="https://simbli.eboardsolutions.com/su/haagKnrQhVJbslsh34hY5zslsh5Q=="https://simbli.eboardsolutions.com/su/haagKnrQhVJbslsh34hY5zslsh5Q=="https://simbli.eboardsolutions.com/su/haagKnrQhVJbslsh34hY5zslsh5Q=="https://simbli.eboardsolutions.com/su/haagKnrQhVJbslsh34hY5zslsh5Q=="https://simbli.eboardsolutions.com/su/haagKnrQhVJbslsh34hY5zslsh34h</td' href="https://simbli.eboardsolutions.com/SU/haAgKnrQhVJbslsh34hY5zslsh5Q==" https:="" simbli.eboardsolutions.com="" su="">
2 CCR 11024	Required training and education on harassment based on sex, gender identity and expression, and sexual orientation - <a href="https://simbli.eboardsolutions.com/SU/WdslshVrKs4pluscfHplushNGLhCeQw==" https:="" simbli.eboardsolutions.com="" su="" wdslshvrks4pluscfhplushnglhceqw='="https://simbli.eboardsolutions.com/SU/WdslshVrKs4pluscfHplushNGLhCeQw=="https://simbli.eboardsolutions.com/SU/WdslshVrKs4pluscfHplushNGLhCeQw=="https://simbli.eboardsolutions.com/SU/WdslshVrKs4pluscfHplushNGLhCeQw=="https://simbli.eboardsolutions.com/SU/WdslshVrKs4pluscfHplushNGLhCeQw=="https://simbli.eboardsolutions.com/SU/WdslshVrKs4pluscfHplushNGLhCeQw=="https://simbli.eboardsolutions.com/SU/WdslshVrKs4pluscfHplushNGLhCeQw=="https://simbli.eboardsolutions.com/SU/WdslshVrKs4pluscfHplushNGLhCeQw=="https://simbli.eboardsolutions.com/SU/WdslshVrKs4pluscfHplushNGLhCeQw=="https://simbli.eboardsolutions.com/SU/WdslshVrKs4pluscfHplushNGLhCeQw=="https://simbli.eboardsolutions.com/SU/WdslshVrKs4pluscfHplushNGLhCeQw=="https://simbli.eboardsolutions.com/SU/WdslshVrKs4pluscfHplushNGLhCeQw=="https://simbli.eboardsolutions.com/SU/WdslshVrKs4pluscfHplushNGLhCeQw=="https://simbli.eboardsolutions.com/SU/WdslshVrKs4pluscfHplushNgLhCeQw="https://simbli.eboardsolutions.com/SU/WdslshVrKs4pluscfHplushNgLhCeQw="https://simbli.eboardsolutions.com/SU/WdslshVrKs4pluscfHplushNgLhCeQw="https://simbli.eboardsolutions.com/SU/WdslshVrKs4pluscfHplushNgLhCeQw="https://simbli.eboardsolutions.com/SU/WdslshVrKs4pluscfHplushNgLhCeQw="https://simbli.eboardsolutions.com/SU/WdslshVrKs4pluscfHplushNgLhCeQw="https://simbli.eboardsolutions.com/SU/WdslshVrKs4pluscfHplushNgLhCeQw="https://simbli.eboardsolutions.com/SU/WdslshVrKs4pluscfHplushNgLhCeQw="https://simbli.eboardsolutions.com/SU/WdslshVrKs4pluscfHplushNgLhCeQw="https://simbli.eboardsolutions.com/SU/WdslshVrKs4pluscfH</td'>
2 CCR 11035-11051	Unlawful sex discrimination: pregnancy, childbirth and related medical conditions - https://simbli.eboardsolutions.com/SU/GplusgYNhBplus6hlimWMyAuhwJw==
2 CCR 11087-11098	California Family Rights Act - https://simbli.eboardsolutions.com/SU/abM0slshHCKrMbGboplusCdDilag==
5 CCR 4622	Uniform complaint procedures
5 CCR 80303	Reports of change in employment status, alleged misconduct
8 CCR 3204	Employees exposed to bloodborne pathogens standard
8 CCR 5191	Chemical hygiene plan
8 CCR 5193	California bloodborne pathogens standard
8 CCR 5194	Hazard communication
Civ. Code 1798.29	District records, specifically - breach of security - <a href="https://simbli.eboardsolutions.com/SU/LBkkDX8OIBFu9JplusO9hdW9w==" https:="" lbkkdx8oibfu9jpluso9hdw9w='="https://simbli.eboardsolutions.com/SU/LBkkDX8OIBFu9JplusO9hdW9w=="https://simbli.eboardsolutions.com/SU/LBkkDX8OIBFu9JplusO9hdW9w=="https://simbli.eboardsolutions.com/SU/LBkkDX8OIBFu9JplusO9hdW9w=="https://simbli.eboardsolutions.com/SU/LBkkDX8OIBFu9JplusO9hdW9w=="https://simbli.eboardsolutions.com/SU/LBkkDX8OIBFu9JplusO9hdW9w=="https://simbli.eboardsolutions.com/SU/LBkkDX8OIBFu9JplusO9hdW9w=="https://simbli.eboardsolutions.com/SU/LBkkDX8OIBFu9JplusO9hdW9w=="https://simbli.eboardsolutions.com/SU/LBkkDX8OIBFu9JplusO9hdW9w=="https://simbli.eboardsolutions.com/SU/LBkkDX8OIBFu9JplusO9hdW9w=="https://simbli.eboardsolutions.com/SU/LBkkDX8OIBFu9JplusO9hdW9w=="https://simbli.eboardsolutions.com/SU/LBkkDX8OIBFu9JplusO9hdW9w=="https://simbli.eboardsolutions.com/SU/LBkkDX8OIBFu9JplusO9hdW9w=="https://simbli.eboardsolutions.com/SU/LBkkDX8OIBFu9JplusO9hdW9w=="https://simbli.eboardsolutions.com/SU/LBkkDX8OIBFu9JplusO9hdW9w=="https://simbli.eboardsolutions.com/SU/LBkkDX8OIBFu9JplusO9hdW9w=="https://simbli.eboardsolutions.com/SU/LBkkDX8OIBFu9JplusO9hdW9w=="https://simbli.eboardsolutions.com/SU/LBkkDX8OIBFu9JplusO9hdW9w=="https://simbli.eboardsolutions.com/SU/LBkkDX8OIBFu9JplusO9hdW9w=="https://simbli.eboardsolutions.com/SU/LBkkDX8OIBFu9JplusO9hdW9w=="https://simbli.eboardsolutions.com/SU/LBkkDX8OIBFu9JplusO9hdW9w=="https://simbli.eboardsolutions.com/SU/LBkkDX8OIBFu9JplusO9hdW9w=="https://simbli.eboardsolutions.com/SU/LBkkDX8OIBFu9JplusO9hdW9w=="https://simbli.eboardsolutions.com/SU/LBkkDX8OIBFu9JplusO9hdW9w=="https://simbli.eboardsolutions.com/SU/LBkkDX8OIBFu9JplusO9hdW9w=="https://simbli.eboardsolutions.com/SU/LBkkDX8OIBFu9JplusO9hdW9w=="https://simbli.eboardsolutions.com/SU/LBkkDX8OIBFu9JplusO9hdwares.com/SU/LBkkDX8OIBFu9JplusO9hdwares.com/SU/LBkkDX8OIBFu9JplusO9hdwares.com/SU/LBkkDX8OIBFu9JplusO9hdwares.com/SU/LBkkDX8OIBFu9JplusO9hdw</td' simbli.eboardsolutions.com="" su="">
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 44031	Personnel file contents, inspection
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 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	Notice of public hearing on block schedule
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 3100-3109	Oath or affirmation of allegiance
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 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

Description

34 CFR 104.8	Nondiscrimination
34 CFR 106.9	Dissemination of policy
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
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

Cross References	Description
0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/FnDZ7yHITUVLmcPBwcYa4w==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/CfApluscpxRIZplusOj2ImuhfqbA==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/NaAoUplustL0gdMDg4YyrqkSQ==
1312.3-E(1)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/CGtJ1bS0fJ2qqnQzzY5qbQ==
1312.3-E(2)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/hYsgaF9LHjeplus4tlNfVHZyg==
2121	Superintendent's Contract - https://simbli.eboardsolutions.com/SU/3jnAT52i7xoxtslshnloobqpg==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/y0gzCJ6sSplus9byK0L49dVplusQ==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/Mr7mOJYGplusRzB7O3OQI7wEQ==
3513.3	Tobacco-Free Schools - https://simbli.eboardsolutions.com/SU/LVtbcNpnXgQ4l3S1uk4oVg==
3513.3	Tobacco-Free Schools - https://simbli.eboardsolutions.com/SU/r2bqvQEbCwEp8g54nBYYuQ==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/YguT6aXfo2478uReaoY2AA==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/oePNAp4p3v5y322yAcgfwg==
3514.1	Hazardous Substances - https://simbli.eboardsolutions.com/SU/slshF2BkEjXOTUMPv1mpMHddg==
3514.1	Hazardous Substances - https://simbli.eboardsolutions.com/SU/3NzLgS05rlhR3fm2YbgOmw==
3514.2	Integrated Pest Management - https://simbli.eboardsolutions.com/SU/W2Yj24ilN4UhslshQ1VklYZmQ==

3542	School Bus Drivers - https://simbli.eboardsolutions.com/SU/N6yKLmWbH6z96q33J3HiuQ==
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/japluspF1fDZLwk4z1txs8TVw==
4030	Nondiscrimination In Employment - https://simbli.eboardsolutions.com/SU/1hR1nwwQdqhZCpluskl91M7LA==
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 - https://simbli.eboardsolutions.com/SU/vNtVvfMZsbLOfaouJ74H0g==
4112.5	Criminal Record Check - https://simbli.eboardsolutions.com/SU/k3JxZLYs4Qu9bUOSH7p5dg==
4112.6	Personnel Files - https://simbli.eboardsolutions.com/SU/ZbKyC91DY3CsgslshTWWChauQ==
4115	Evaluation/Supervision - https://simbli.eboardsolutions.com/SU/IBUu6PplusjcPtV6fM6zWY0Ng==
4115	Evaluation/Supervision - https://simbli.eboardsolutions.com/SU/Je8VtlXpJIF0adUGq6nTKw==
4116	Probationary/Permanent Status - https://simbli.eboardsolutions.com/SU/CRQ368mKUKXPkhabKVcNkQ==
4116	Probationary/Permanent Status - https://simbli.eboardsolutions.com/SU/p3UeTNzU5I2xnslshhgHxo5xw==
4117.14	Postretirement Employment - https://simbli.eboardsolutions.com/SU/ViuTRxRl0sNeRY4plusFFdNWQ==
4117.3	Personnel Reduction - https://simbli.eboardsolutions.com/SU/CslshuQUVxpYidpdSI75cNAplusw==
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/SIvMh9PMikAPEOLcsVldiQ==
4119.11	Sexual Harassment - https://simbli.eboardsolutions.com/SU/BsxQhDtsvrslshROgWBslGoVg==
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==
4161.1	Personal Illness/Injury Leave - https://simbli.eboardsolutions.com/SU/pBT8qcBchpd9Nretl5tpDQ==
4161.11	Industrial Accident/Illness Leave - https://simbli.eboardsolutions.com/SU/Z0plusudejslshsmM4HPD2Djivlg==
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 - https://simbli.eboardsolutions.com/SU/JwrEm3toOqx4wVyDcBm6Bw==
4212.42	Drug And Alcohol Testing For School Bus Drivers - https://simbli.eboardsolutions.com/SU/w6JNIrrt2PSYipX7plus9i1UQ==
4212.5	Criminal Record Check - https://simbli.eboardsolutions.com/SU/AeBTEtGslshWKpwzQnauiEuqQ==
4212.6	Personnel Files - https://simbli.eboardsolutions.com/SU/6Sms9Cslshckj3AxFvjjlVLwg==
4216	Probationary/Permanent Status - https://simbli.eboardsolutions.com/SU/PHbK5iFvayn8i5TwAiBbqQ==
4217.3	Layoff/Rehire - https://simbli.eboardsolutions.com/SU/6QZWbDplusrBFxrl78a1mXScg==
4219.11	Sexual Harassment - https://simbli.eboardsolutions.com/SU/tANOtslshaLtnplusAwRY1FCqQjA==
4219.11	Sexual Harassment - https://simbli.eboardsolutions.com/SU/sOKhv3nplusqEuVMf7plusON7wrw==
4254	Health And Welfare Benefits - https://simbli.eboardsolutions.com/SU/IOQxocnnxc7t0zO4gNslshEig==
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4261.1	Personal Illness/Injury Leave - https://simbli.eboardsolutions.com/SU/NbmFlv1J1eoV9plusRT1mhpfw==
4261.11	Industrial Accident/Illness Leave - <a 4v3v5dapnaovumjjgn825w='="https://simbli.eboardsolutions.com/SU/4V3v5daPNAoVUMjjGN825w=="https://simbli.eboardsolutions.com/SU/4V3v5daPNAoVUMjjGN825w=="https://simbli.eboardsolutions.com/SU/4V3v5daPNAoVUMjjGN825w=="https://simbli.eboardsolutions.com/SU/4V3v5daPNAoVUMjjGN825w=="https://simbli.eboardsolutions.com/SU/4V3v5daPNAoVUMjjGN825w=="https://simbli.eboardsolutions.com/SU/4V3v5daPNAoVUMjjGN825w=="https://simbli.eboardsolutions.com/SU/4V3v5daPNAoVUMjjGN825w=="https://simbli.eboardsolutions.com/SU/4V3v5daPNAoVUMjjGN825w=="https://simbli.eboardsolutions.com/SU/4V3v5daPNAoVUMjjGN825w=="https://simbli.eboardsolutions.com/SU/4V3v5daPNAoVUMjjGN825w=="https://simbli.eboardsolutions.com/SU/4V3v5daPNAoVUMjjGN825w=="https://simbli.eboardsolutions.com/SU/4V3v5daPNAoVUMjjGN825w=="https://simbli.eboardsolutions.com/SU/4V3v5daPNAoVUMjjGN825w=="https://simbli.eboardsolutions.com/SU/4V3v5daPNAoVUMjjGN825w=="https://simbli.eboardsolutions.com/SU/4V3v5daPNAoVUMjjGN825w=="https://simbli.eboardsolutions.com/SU/4V3v5daPNAoVUMjjGN825w=="https://simbli.eboardsolutions.com/SU/4V3v5daPNAoVUMjjGN825w=="https://simbli.eboardsolutions.com/SU/4V3v5daPNAoVUMjjGN825w=="https://simbli.eboardsolutions.com/SU/4V3v5daPNAoVUMjjGNaoVuMjjGNa</td' href="https://simbli.eboardsolutions.com/SU/4V3v5daPNAoVUMjjGN825w==" https:="" simbli.eboardsolutions.com="" su="">
4261.8	Family Care And Medical Leave - <a href="https://simbli.eboardsolutions.com/SU/RxAOPGwtmmyMLo5slshskLOtA==" https:="" rxaopgwtmmymlo5slshsklota='="https://simbli.eboardsolutions.com/SU/RxAOPGwtmmyMLo5slshskLOtA=="https://simbli.eboardsolutions.com/SU/RxAOPGwtmmyMLo5slshskLOtA=="https://simbli.eboardsolutions.com/SU/RxAOPGwtmmyMLo5slshskLOtA=="https://simbli.eboardsolutions.com/SU/RxAOPGwtmmyMLo5slshskLOtA=="https://simbli.eboardsolutions.com/SU/RxAOPGwtmmyMLo5slshskLOtA=="https://simbli.eboardsolutions.com/SU/RxAOPGwtmmyMLo5slshskLOtA=="https://simbli.eboardsolutions.com/SU/RxAOPGwtmmyMLo5slshskLOtA=="https://simbli.eboardsolutions.com/SU/RxAOPGwtmmyMLo5slshskLOtA=="https://simbli.eboardsolutions.com/SU/RxAOPGwtmmyMLo5slshskLOtA=="https://simbli.eboardsolutions.com/SU/RxAOPGwtmmyMLo5slshskLOtA=="https://simbli.eboardsolutions.com/SU/RxAOPGwtmmyMLo5slshskLOtA=="https://simbli.eboardsolutions.com/SU/RxAOPGwtmmyMLo5slshskLOtA=="https://simbli.eboardsolutions.com/SU/RxAOPGwtmmyMLo5slshskLOtA=="https://simbli.eboardsolutions.com/SU/RxAOPGwtmmyMLo5slshskLOtA=="https://simbli.eboardsolutions.com/SU/RxAOPGwtmmyMLo5slshskl.eboardsolution</td' simbli.eboardsolutions.com="" su="">
4312.1	Contracts - https://simbli.eboardsolutions.com/SU/ShpXl3Yv7zBIJsplusQVkAdpg==
4312.42	Drug And Alcohol Testing For School Bus Drivers - https://simbli.eboardsolutions.com/SU/bjHLFe6dTslshJctTxXirH31Q==
4312.42	Drug And Alcohol Testing For School Bus Drivers - <a href="https://simbli.eboardsolutions.com/SU/np6PFoVoqPCIBtzi2ZLILg==" https:="" np6pfovoqpcibtzi2zlilg='="https://simbli.eboardsolutions.com/SU/np6PFoVoqPCIBtzi2ZLILg=="https://simbli.eboardsolutions.com/SU/np6PFoVoqPCIBtzi2ZLILg=="https://simbli.eboardsolutions.com/SU/np6PFoVoqPCIBtzi2ZLILg=="https://simbli.eboardsolutions.com/SU/np6PFoVoqPCIBtzi2ZLILg=="https://simbli.eboardsolutions.com/SU/np6PFoVoqPCIBtzi2ZLILg=="https://simbli.eboardsolutions.com/SU/np6PFoVoqPCIBtzi2ZLILg=="https://simbli.eboardsolutions.com/SU/np6PFoVoqPCIBtzi2ZLILg=="https://simbli.eboardsolutions.com/SU/np6PFoVoqPCIBtzi2ZLILg=="https://simbli.eboardsolutions.com/SU/np6PFoVoqPCIBtzi2ZLILg=="https://simbli.eboardsolutions.com/SU/np6PFoVoqPCIBtzi2ZLILg=="https://simbli.eboardsolutions.com/SU/np6PFoVoqPCIBtzi2ZLILg=="https://simbli.eboardsolutions.com/SU/np6PFoVoqPCIBtzi2ZLILg=="https://simbli.eboardsolutions.com/SU/np6PFoVoqPCIBtzi2ZLILg=="https://simbli.eboardsolutions.com/SU/np6PFoVoqPCIBtzi2ZLILg=="https://simbli.eboardsolutions.com/SU/np6PFoVoqPCIBtzi2ZLILg=="https://simbli.eboardsolutions.com/SU/np6PFoVoqPCIBtzi2ZLILg=="https://simbli.eboardsolutions.com/SU/np6PFoVoqPCIBtzi2ZLILg=="https://simbli.eboardsolutions.com/SU/np6PFoVoqPCIBtzi2ZLILg=="https://simbli.eboardsolutions.com/SU/np6PFoVoqPCIBtzi2ZLILg="https://simbli.eboardsolutions.com/SU/np6PFoVoqPCIBtzi2ZLILg="https://simbli.eboardsolutions.com/SU/np6PFoVoqPCIBtzi2ZLILg="https://simbli.eboardsolutions.com/SU/np6PFoVoqPCIBtzi2ZLILg="https://simbli.eboardsolutions.com/SU/np6PFoVoqPCIBtzi2ZLILg="https://simbli.eboardsolutions.com/SU/np6PFoVoqPCIBtzi2ZLILg="https://simbli.eboardsolutions.com/SU/np6PFoVoqPCIBtzi2ZLILg="https://simbli.eboardsolutions.com/SU/np6PFoVoqPCIBtzi2ZLILg="https://simbli.eboardsolutions.com/SU/np6PFoVoqPCIBtzi2ZLILg="https://simbli.eboardsolutions.com/SU/np6PFoVoqPCIBtzi2ZLILg="https://simbli.eboardsolutions.com/SU/np6PFoVoqPCIBtzi2ZLILg="https://simbli.eboardsolutions.com/SU/np6PFoV</td' simbli.eboardsolutions.com="" su="">
4312.6	Personnel Files - <a c66xspesgjaeqplus435ncepw='="https://simbli.eboardsolutions.com/SU/c66XSPEsGJAEqplus435ncEpw=="https://simbli.eboardsolutions.com/SU/c66XSPEsGJAEqplus435ncEpw=="https://simbli.eboardsolutions.com/SU/c66XSPEsGJAEqplus435ncEpw=="https://simbli.eboardsolutions.com/SU/c66XSPEsGJAEqplus435ncEpw=="https://simbli.eboardsolutions.com/SU/c66XSPEsGJAEqplus435ncEpw=="https://simbli.eboardsolutions.com/SU/c66XSPEsGJAEqplus435ncEpw=="https://simbli.eboardsolutions.com/SU/c66XSPEsGJAEqplus435ncEpw=="https://simbli.eboardsolutions.com/SU/c66XSPEsGJAEqplus435ncEpw=="https://simbli.eboardsolutions.com/SU/c66XSPEsGJAEqplus435ncEpw=="https://simbli.eboardsolutions.com/SU/c66XSPEsGJAEqplus435ncEpw=="https://simbli.eboardsolutions.com/SU/c66XSPEsGJAEqplus435ncEpw=="https://simbli.eboardsolutions.com/SU/c66XSPEsGJAEqplus435ncEpw=="https://simbli.eboardsolutions.com/SU/c66XSPEsGJAEqplus435ncEpw=="https://simbli.eboardsolutions.com/SU/c66XSPEsGJAEqplus435ncEpw=="https://simbli.eboardsolutions.com/SU/c66XSPEsGJAEqplus435ncEpw=="https://simbli.eboardsolutions.com/SU/c66XSPEsGJAEqplus435ncEpw=="https://simbli.eboardsolutions.com/SU/c66XSPEsGJAEqplus435ncEpw=="https://simbli.eboardsolutions.com/SU/c66XSPEsGJAEqplus435ncEpw=="https://simbli.eboardsolutions.com/SU/c66XSPEsGJAEqplus435ncEpw=="https://simbli.eboardsolutions.com/SU/c66XSPEsGJAEqplus435ncEpw=="https://simbli.eboardsolutions.com/SU/c66XSPEsGJAEqplus435ncEpw=="https://simbli.eboardsolutions.com/SU/c66XSPEsGJAEqplus435ncEpw=="https://simbli.eboardsolutions.com/SU/c66XSPEsGJAEqplus435ncEpw=="https://simbli.eboardsolutions.com/SU/c66XSPEsGJAEqplus435ncEpw=="https://simbli.eboardsolutions.com/SU/c66XSPEsGJAEqplus435ncEpw=="https://simbli.eboardsolutions.com/SU/c66XSPEsGJAEqplus435ncEpw=="https://simbli.eboardsolutions.com/SU/c66XSPEsGJAEqplus435ncEpw=="https://simbli.eboardsolutions.com/SU/c66XSPEsGJAEqplus435ncEpw=="https://simbli.eboardsolutions.com/SU/c</td' href="https://simbli.eboardsolutions.com/SU/c66XSPEsGJAEqplus435ncEpw==" https:="" simbli.eboardsolutions.com="" su="">
4319.11	Sexual Harassment - https://simbli.eboardsolutions.com/SU/EX3wm6YIGO1llgpyhTruVw==

4319.11	Sexual Harassment - https://simbli.eboardsolutions.com/SU/afYPjOEJno5bLslshzEsWu4Xw==
4354	Health And Welfare Benefits - https://simbli.eboardsolutions.com/SU/AUcC2pRXWApZWZErGJyJUg==
4354	Health And Welfare Benefits - https://simbli.eboardsolutions.com/SU/slsh0UxeGKSx3ebrYlspgjSrg==
4361.1	Personal Illness/Injury Leave - https://simbli.eboardsolutions.com/SU/etl1turBC71j4hKK2A3r6A==
4361.11	Industrial Accident/Illness Leave - https://simbli.eboardsolutions.com/SU/3cLqPb0ZXIIMnwJFplussftdg==
4361.8	Family Care And Medical Leave - https://simbli.eboardsolutions.com/SU/14pPp1TwlNK12lxOlrqSnw==
9310	Board Policies - https://simbli.eboardsolutions.com/SU/w1Hju6YkZplusilAx4r6plQpg==
9321	Closed Session - https://simbli.eboardsolutions.com/SU/eQxvTE4sunzJru8wB8gc1g==