

Employee Notifications**BP 4112.9**

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.

State References**Description**

13 CCR 1234	Reports regarding school buses and bus drivers
13 CCR 2480	Vehicle idling; limitations
2 CCR 11023	Harassment and discrimination prevention and correction
2 CCR 11035-11051	Unlawful sex discrimination; pregnancy, childbirth, and related medical conditions
2 CCR 11087-11098	California Family Rights Act
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
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	Consultation regarding 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

State References

Ed. Code 44948.5
Ed. Code 44949
Ed. Code 44951
Ed. Code 44954
Ed. Code 44955
Ed. Code 44955.5
Ed. Code 45113
Ed. Code 45117
Ed. Code 45169
Ed. Code 45192
Ed. Code 45195
Ed. Code 46162
Ed. Code 48201
Ed. Code 48851.3
Ed. Code 49013
Ed. Code 49079
Ed. Code 49414
Ed. Code 49414.3
Gov. Code 1126
Gov. Code 12950
Gov. Code 21029
Gov. Code 54957
Gov. Code 54963
Gov. Code 8355
H&S Code 104420
H&S Code 120875
H&S Code 120880
H&S Code 1797.196
Lab. Code 230
Lab. Code 2800.2
Lab. Code 3550-3553
Lab. Code 5401
Pen. Code 11165.7
Pen. Code 11166.5
Unemp. Ins. Code 2613
W&I Code 827

Description

[Nonreelection procedures; districts under 250 ADA](#)
[Dismissal of probationary employees](#)
[Continuation in position unless notified; administrative or supervisory personnel](#)
[Nonreelection of temporary employees](#)
[Reduction in number of permanent employees](#)
[Decrease in number of permanent employees during specified time period upon determination related to local control funding formula per unit of average daily attendance](#)
[Notification of charges; classified employees](#)
[Notice of layoff; classified employees](#)
[Employee salary data; classified employees](#)
[Industrial accident and illness leave for classified employees](#)
[Additional leave](#)
[Alternative schedule for junior high and high school; public hearing with notice](#)
[Transfer student's record for acts that resulted in suspension or expulsion](#)
Education of students in foster care and students who are homeless
[Complaints regarding student fees](#)
[Notification to teacher, student who has engaged in acts re: grounds suspension or expulsion](#)
[Epinephrine auto-injectors](#)
[Administration of opioid antagonist](#)
[Incompatible activities of employees](#)
[Sexual harassment](#)
[Retirement credit for period of military service](#)
[Complaints against employees; right to open session](#)
[Unauthorized disclosure of confidential information](#)
[Certification of drug-free workplace, including notification](#)
[Tobacco-free schools](#)
[Information on AIDS, AIDS-related conditions, and hepatitis B](#)
[Notification to employees re AIDS, AIDS-related conditions, and hepatitis B](#)
[Automated external defibrillators; notification of use and locations](#)
[Accommodations and leave for victims of domestic violence](#)
[Notification of availability of continuation health coverage](#)
[Notifications: Workers' compensation benefits](#)
[Workers' compensation; claim form and notice of potential eligibility](#)
[Child Abuse and Neglect Reporting Act; notification requirement](#)
[Employment; statement of knowledge of duty to report child abuse or neglect](#)
[Disability insurance; notice of rights and benefits](#)
[Limited exception to juvenile court record](#)

Federal References

20 USC 2354
29 CFR 825.300
34 CFR 100
34 CFR 104.8
34 CFR 106.9
34 CFR 84.205-84.210
38 USC 4334
40 CFR 763.84
40 CFR 763.93
41 USC 8101-8106
42 USC 11431-11435
49 CFR 382.113
49 CFR 382.303
49 CFR 382.601

Description

Local application for career and technical education programs
Family and Medical Leave Act; notice requirement
Nondiscrimination under programs receiving federal assistance
Nondiscrimination
Severability
Drug-free workplace statement
Uniformed Services Employment and Reemployment Rights Act; notice requirement
Asbestos inspections, response actions and post-response actions
Asbestos management plans
Drug-Free Workplace Act
McKinney-Vento Homeless Assistance Act
Controlled substance and alcohol use and testing notifications
Post-accident information, procedures, and instructions
Controlled substance and alcohol use and testing notification