

**Personnel**

**Employee Notifications**

The district shall provide employees with the following notifications and shall obtain signed acknowledgments that the notifications were received when so required by law or by district policy or regulations.

Acknowledgments Required by Law

1. Legal obligation to report known or suspected instances of child abuse
2. Oath or affirmation of allegiance required of public employees
3. Hepatitis B vaccine declination
4. The district's school bus driver drug and alcohol testing policy, regulations, and related information
5. Notice of release from position requiring an administrative or supervisory credential
6. The classified employee's class specification, salary data, assignment or work location, duty hours and prescribed workweek
7. Information about certificated employee membership in the State Teachers' Retirement System

Acknowledgments Not Required by Law

1. The district's drug- and alcohol-free workplace
2. The district's nonsmoking policy
3. Prohibition of sexual harassment
4. The certificated employee's employment status and salary
5. State disability insurance rights and benefits
6. Certificated employee evaluations
7. Requirements and information pertinent to emergency teaching or specialist permit applicants
8. Notice of layoff
9. Derogatory information to be placed in personnel file
10. Exhaustion of classified employee's paid leave
11. Notice of charges related to disciplinary action
12. Notice of intention to dismiss
13. Students whose actions could constitute grounds for suspension or expulsion, except for possession or use of tobacco

Legal Reference:

EDUCATION CODE

- [231.5](#) Sexual harassment policy
- [22455.5](#) STRS information to potential members
- [22515](#) Irrevocable election to join STRS
- [44031](#) Personnel file contents, inspection
- [44663](#) Evaluation and assessment; copy to certificated employee
- [44916](#) Written statement of employment status
- [44940.5-44941](#) Notification of suspension and intent to dismiss
- [44949](#) Cause, notice and right to hearing
- [44951](#) Continuation in position unless notified
- [44955](#) Reduction in number of employees
- [45113](#) Notification of charges
- [45117](#) Notice of layoff
- [45169](#) Employee salary data
- [45192](#) Industrial and accident leave
- [45195](#) Additional leave

[49079](#) Notification to teacher

GOVERNMENT CODE

[3100-3109](#) Oath or affirmation of allegiance

[8355](#) Certification of drug-free workplace, including notification

PENAL CODE

[11166.5](#) Employment; statement of knowledge of duty to report

UNEMPLOYMENT INSURANCE CODE

[2613](#) Notice of rights and benefits

CODE OF REGULATIONS, TITLE 5

[80026.1](#) Information to applicants

CODE OF REGULATIONS, TITLE 8

[5193](#) California bloodborne pathogens standard

CODE OF FEDERAL REGULATIONS, TITLE 49

[382.601](#) Controlled substance and alcohol use and testing notifications