

# **Pacifica SD**

## **Board Policy**

### **Employee Notifications**

BP 4112.9

#### **Personnel**

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

## Attachment E

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

### 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

2480 Vehicle idling, limitations

### 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

Attachment E

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 PACIFICA SCHOOL DISTRICT

adopted: August 28, 2013 Pacifica, California