

Personnel

EMPLOYEE NOTIFICATIONS

BP 4112.9
4212.9
4312.9

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.

(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*
- 44929.23 - Reelection notice, districts with less than 250 ADA*
- 44934 - Notice of disciplinary action for cause*
- 44934.1 - Suspension or dismissal for egregious misconduct*
- 44936 - Notice of suspension or dismissal*
- 44938 - Notice of unprofessional conduct and opportunity to correct*
- 44940.5-44941 - Notification of suspension and intent to dismiss*
- 44948.3 - Dismissal of probationary employees*
- 44948.5 - Nonreelection procedures, districts under 250 ADA*
- 44949 - Cause, notice and right to hearing*
- 44951 - Continuation in position unless notified, administrative or supervisory*

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- 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
- 49414 - Epinephrine auto-injectors
- 49414.3 - Administration of opioid antagonist

CIVIL CODE

- 1798.29 - District records, breach of security

GOVERNMENT CODE

- 1126 - Incompatible activities of employees
- 8355 - Certification of drug-free workplace, including notification
- 12950 - Sexual harassment
- 21029 - Retirement credit for period of military service
- 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

- 245-249 - Healthy Workplaces, Healthy Families Act of 2014
- 1034 - Lactation accommodation
- 2800.2 - Notification of availability of continuation health coverage
- 2810.7 - Notice to participate in flexible spending account
- 3550-3553 - Notifications re: workers' compensation benefits
- 5401 - Workers' compensation; claim form and notice of potential eligibility

PENAL CODE

- 11105 - Access to criminal history information
- 11105.2 - Subsequent arrest notification
- 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

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CODE OF REGULATIONS, TITLE 2

11023 - Nondiscrimination in employment

11049 - Notice of right to request pregnancy disability leave or transfer

11091 - California Family Rights Act, designation notice

11096 - Notice of right to request family care leave

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

5191 - Chemical hygiene plan

5194 - Hazard communication program

CODE OF REGULATIONS, TITLE 13

1234 - Reports regarding school buses and bus drivers

2480 - Vehicle idling, limitations

UNITED STATES CODE, TITLE 38

4334 - Uniformed Services Employment and Reemployment Rights Act, notice requirement

UNITED STATES CODE, TITLE 41

8101-8106 - Drug-Free Workplace Act

CODE OF FEDERAL REGULATIONS, TITLE 29

825.300 - Family and Medical Leave Act; notice requirement

CODE OF FEDERAL REGULATIONS, TITLE 34

84.205-84.210 - Drug-free workplace statement

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

382.113 - Controlled substance and alcohol use and testing notifications

382.303 - Post-accident information, procedures, and instructions

382.601 - Controlled substance and alcohol use and testing notifications

Policy

Adopted: January 15, 2013

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PASADENA UNIFIED SCHOOL DISTRICT

Pasadena, California