

All 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 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*
- 44954 - Nonreelection of temporary employees*
- 44955 - Reduction in number of employees*
- 45113 - Notification of charges, classified employees*

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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
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

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

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

CODE OF FEDERAL REGULATIONS, TITLE 29

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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

(6/94 2/95) 7/12

Policy

Adopted: January 15, 2013

PASADENA UNIFIED SCHOOL DISTRICT

Pasadena, California