

**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  
*(cf. 5141.4 - Child Abuse Reporting Procedures)*
2. Oath or affirmation of allegiance required of public employees  
*(cf. 4112.3/4212.3/4312.3 - Oath or Affirmation)*
3. Hepatitis B vaccine declination  
*(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)*
4. The District's school bus driver drug and alcohol testing policy, regulations and related information  
*(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)*
5. Notice of release from position requiring an administrative or supervisory credential  
*(cf. 4313.2 - Promotion/Demotion/Reassignment)*
6. The classified employee's class specification, salary data, assignment or work location, duty hours and prescribed workweek  
*(cf. 4212 - Appointment and Conditions of Employment)*
7. Information about certificated employee membership in the State Teachers' Retirement System

**EMPLOYEE NOTIFICATIONS**

**Acknowledgments Not Required by Law**

1. The District's drug- and alcohol-free workplace  
*(cf. 4020 - Drug and Alcohol-Free Workplace)*
2. The District's nonsmoking policy  
*(cf. 3513.3 - Tobacco-Free Schools)*
3. Prohibition of sexual harassment  
*(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)*
4. The certificated employee's employment status and salary  
*(cf. 4112.1 - Contracts)*
5. State disability insurance rights and benefits  
*(cf. 4154/4254/4354 - Health and Welfare Benefits)*
6. Certificated employee evaluations  
*(cf. 4115 - Evaluation/Supervision)*  
*(cf. 4315 - Evaluation/Supervision)*
7. Requirements and information pertinent to emergency teaching or specialist permit applicants  
*(cf. 4112.2 - Certification)*
8. Notice of layoff  
*(cf. 4117.3 - Personnel Reduction)*  
*(cf. 4217.3 - Layoff/Rehire)*  
*(cf. 4317.3 - Personnel Reduction)*
9. Derogatory information to be placed in personnel file  
*(cf. 4112.6/4212.6/4312.6 - Personnel Files)*

**EMPLOYEE NOTIFICATIONS**

10. Exhaustion of classified employee's paid leave

*(cf. 4261.1 - Personal Illness/Injury Leave)  
(cf. 4261.11 - Industrial Accident/Illness Leave)*

11. Notice of charges related to disciplinary action

*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*

12. Notice of intention to dismiss

*(cf. 4118 - Suspension/Disciplinary Action)  
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*

13. Students whose actions could constitute grounds for suspension or expulsion, except for possession or use of tobacco

*(cf. 4158/4258/4358 - Employee Security)*

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

All Personnel

AR 4112.9  
4212.9  
4312.9

**EMPLOYEE NOTIFICATIONS**

- 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*

Regulation  
Approved: September 11, 2000

**BREA OLINDA UNIFIED SCHOOL DISTRICT**  
Brea, California