

MANDATED EMPLOYEE NOTIFICATIONS

2019-2020

Annual Employee Notifications

- All employees are expected to read, comply and acknowledge receiving the Annual Mandated Employee Notifications Packet
- The full packet is available with the following link:
 - [Mandated Notification Packet](#)
 - <https://4.files.edl.io/c26d/08/12/19/223505-45fb2df9-f8e0-48a5-92c5-a4f515346f90.pdf>
- The following pages must be turned in to your site Administrator:
You can access the forms with the following link:
 - [Mandatory Sign and Return August 2019](#)
 - <https://4.files.edl.io/afda/08/13/19/153255-2d048b95-3ce0-48a3-bcbb-c7e3c9a64a19.pdf>

Below is a list of all forms to be signed and returned:

- *Acknowledgment Form (All Employees)*
- *Electronic Resources Guidelines (All Employees)*
- *Emergency Contact (All Employees)*
- *ABI/Portal (Certificated employees only)*
- *Confidentiality Agreement (K-12 Certificated only)*

Communicable Disease Control

- The single most important practice is hand washing
- Safely clean-up body fluids (*such as blood, vomitus, urine, feces*) with plastic gloves and discard appropriately
- When laundering clothing contaminated in a school setting, the most important factor is elimination of potentially infectious agents, with soap and water (*bleach will further reduce the number of infectious agents*)
- By following these steps you also eliminate the potential spreading of AIDS/HIV and Hepatitis B



Hazardous Materials Communication Program

- In order to maintain a safe and healthful work environment, CCUSD maintains a Hazardous Materials Communication Program
- By making employee safety a high priority for all employees, injuries and illness can be reduced, productivity increased and it can provide a safer and healthier environment for all employees of CCUSD
- The full program is available upon request to all employees or their designated representatives
- Report any and all workplace hazards to your Supervisor, Administrator or MOT
- All unsafe or unhealthy work conditions, practices or procedures must be corrected in a timely manner
- Report all accidents, injuries/illness and exposures to Supervisor, Administrator and/or Business Services Department immediately



**Be Prepared
Be Aware
Be Ready**



Procedures for Reporting Child Abuse



- Child abuse is defined as physical, sexual and mental abuse, and neglect, perpetrated by an adult or an older child.
- **All District employees are mandated by law to report orally and to file a written report within 36 hours when the staff member has suspicion or knowledge of such abuse.**
- Employees are not required to prove suspicion nor to conduct an investigation regarding suspicions
- Information on how to report is listed in your Mandated Notifications packet



Tobacco Free Workplace Drug and Alcohol-Free Policy



- CCUSD is a Tobacco-Free district that offers cessation services for all staff members
- Tobacco use is prohibited in all facilities owned and/or operated by CCUSD including indoors, outdoors and in all District vehicles whether on or off premises.
- This policy applies to all employees, students and visitors at any activity or athletic event on property owned, leased or rented by the District



- No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance in any school district workplace (including vehicles)
- This policy applies before, during and after school hours.

EASE

Employee Assistance Service for Employees

- This service is available to all employees and their families
- Ease counselors specialize in: family troubles, emotional, drug/alcohol problems, job anxieties and stress, grief, loss, transitions
- You may contact EASE by calling 1-800-882-1341 or by visiting <https://www.lacoe.edu/Home/EASE/tabid/311/ItemId/54/Defa>
- Brochures and information are also available in Human Resources



Non-Discrimination Policy



The District supports and adheres to a policy of nondiscrimination on the basis of actual or perceived race, color, ethnic group identification, national origin, ancestry, religion, age, marital or parental status, pregnancy, physical or mental disability, medical condition, veteran status, genetic information, gender, gender identity, gender expression, sex, sexual orientation or the perception of one or more of such characteristics.

Uniform Complaint Procedures/Williams

UCP 2019-2020:

Pursuant to Title 5, California Code of Regulations, Section 4600 et seq, any individual, public agency or organization may file a written complaint of alleged noncompliance with the requirements of specified programs or activities, which receive state or federal funding, or a written complaint of unlawful discrimination as set forth in Section 4610, with the District's Uniform Complaint Officer:

Assistant Superintendent-Educational Services
4034 Irving Place
Culver City, CA 90232 (310) 842-4220, Ext. 4213

For more information regarding the Uniform Complaint Procedures, please visit the following link:

<https://drive.google.com/open?id=0B6v-5nBY6r35Vkx0a0ZsWm5SUFhpalhRSFVNUU1kSTRvWWZn>

Williams Notice:

The District shall not illegally discriminate against employees on any basis. Uniform complaint procedures are established to address allegations of unlawful discrimination, as well as complaints alleging violation of state and federal laws and the Williams Settlement. Employees and members of the public may file complaints regarding insufficiency of instructional materials, facilities conditions that pose a threat to health or safety, as well as teacher mis assignments. The Governing Board designates the Assistant Superintendent-Educational Services, as the uniform complaint compliance officer to receive and investigate all complaints and ensure compliance with law. Employees may contact the school office or the District office to obtain a copy of the District's complaint procedures. Procedures are also located in the appendix.

For more information regarding Williams Notice, please visit the following link:

<https://drive.google.com/open?id=0B6v-5nBY6r35akZHlduZkpMYVNTQWw0X0vfQUhNTWY5ZINv>

Sexual Harassment Policy

- Sexual harassment is considered to be an unwanted, unwelcomed, or unsolicited sexual conduct imposed on a person who regards it as offensive or undesirable.
- Sexual harassment can be verbal, non-verbal (looks, staring, e-mails), or physical
- If any employee perceives comments, gestures or actions deemed offensive from ANY other employee they should notify their supervisor or the Assistant Superintendent of HR.



Bullying Policy

- No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate cyber bully, cause bodily injury to or commit hate violence against any other student or school personnel
- We are dedicated to creating an environment where students understand that discrimination, intimidation, harassment, and bullying are **unacceptable** and will not be tolerated
- The CCUSD Bullying Policy can be accessed with the following links:
<https://drive.google.com/open?id=0B6v-5nBY6r35cWduajl0dm9MSTZNZTA5VGxaeGpYQ3dSbUIV>
- <https://drive.google.com/open?id=0B6v-5nBY6r35V1VfZG1ZUFVEblZyNzIEUIZ1ajlxcVFLV2hF>

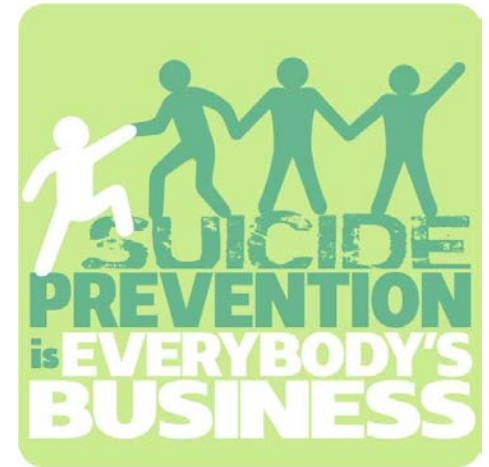


Work Place Bullying

- Workplace bullying is defined as severe or egregious conduct by a person or group directed against an individual that reasonable person would find hostile, offensive, humiliating, threatening, disparaging coercive, belittling, sabotaging, or an abuse of authority, even if unrelated to conduct governed by Board Policy 4119.11, Sexually Harassment. Such actions may be verbal or nonverbal, in person or online, acts of commission or omission, direct or indirect, covert or overt, or incidents of aiding or abetting.
- The District strives to provide a positive workplace climate, free of all forms of violence, intimidation, abuse, and retaliation for all permanent and temporary employees and volunteers. Workplace bullying undermines the positive workplace climate and is **unacceptable**.
- Employees who believe they are subject to such behavior should raise their concerns with the appropriate manager or supervisor as soon as possible, preferably within ninety (90) days from the occurrence of the incident.
- The CCUSD Workplace Bullying Policy can be accessed through the following link:

Suicide Prevention

- The Governing Board recognizes that suicide is a leading cause of death among youth and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance.
- Suicide prevention training shall be provided to teachers, counselors, and other district employees who interact with students at the secondary level.
- Students shall be encouraged to notify a teacher, principal, counselor or other adult when they are experiencing thoughts of suicide
- The CCUSD Suicide Prevention Policy can be accessed with the following links:
<https://drive.google.com/open?id=0B6v-5nBY6r35NkNkZlcyVURIU2t4MEdpQjNWSG1NOXZfdWRZ>
- <https://drive.google.com/open?id=0B6v-5nBY6r35eGNhMF9rZ1NwdDRJTTlpV1FMVkfFOV1pBWmFj>



Help
ask • listen • tell

Industrial Accident Reporting

- For an emergency call 911 immediately
- Report ALL injuries to your Supervisor/Administrator immediately
- Contact Keenan's Company Nurse. Click the following link for Company Nurse information:
<https://drive.google.com/a/ccusd.org/file/d/0B6v-5nBY6r35cDAzcDhlXONpamR6SkZIS3BmaTNueDRQcFJj/view?usp=sharing>
- You may pre-designate a qualifying personal physician to treat you in the case of a work-related injury (LC 4600L see below). Pre-designation must take place 30 days prior to your date of injury. Written verification that your personal physician meets the requirements and agrees to be pre-designated must be provided.
- Contact Mary Soto, Business Department (310) 842-4220 ext. 4217 for further information
- Claims for Workers' Compensation are managed by third party administrator Keenan & Associates
 - P.O. Box 2707, Torrance CA 90509
 - (310) 212-0363

Industrial Accident Reporting Continued

Pre-Designation of Personal Physician Form

If you are injured on the job, you have the right to be treated by your personal physician if you notify your employer, in writing, prior to the injury. Per Labor Code 4600, to qualify as your pre-designated, personal physician, the physician must agree in writing to treat you for a work-related injury, must have previously directed your medical care and must retain your medical history and records. Your pre-designated physician must be a general practitioner, family practitioner, board certified or board eligible internist, pediatrician, obstetrician-gynecologist or multi-specialty medical group, whose practice is predominantly for non-occupational injuries or illnesses.

Pre-designation is optional. Pre-designations remain in effect until such time as an alternate pre-designation is received. It is not necessary to repeat the pre-designation on an annual basis if your physician remains the same and continues to meet the stated requirements.

Acceptable Use Policy for Electronic Resources



- CCUSD has electronic information services that are available to students and staff in the district. CCUSD strongly believes in the educational value of such electronic services and recognizes the potential of such to support our curriculum and student learning in our district.
- As a representative of the district, you accept personal responsibility for reporting any misuse of the network
- Use of the network must be in support of education and research with the educational goals and objectives of CCUSD
- Transmission of any material in violation of any U.S. or other state organization is prohibited
 - This includes but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets

Acceptable Use Policy for Electronic Resources Continued

- Network Etiquette and Privacy
 - Be polite
 - Use appropriate, respectful language
 - Privacy: Do not reveal your personal information (*such as your home address*)
 - Information: the information accessed by the use of electronic services (online) may or may not be accurate
 - Email: electronic mail is not private. Email can be monitored to insure that it is appropriate and access can be canceled if guidelines are not followed.

**The following forms must be signed and returned
to your Administrator**

Click on the link for each form below:

**Mandatory Sign and Return August 2019\Mandatory
Notifications Sign and Return.pdf**

- Acknowledgement Form (All Employees)
- Acceptable Use Policy for Electronic Resources (All Employees)
- Confidential Emergency Contact Information (All Employees)
- ABI/Portal CCUSD Staff Agreement (Certificated)
- Confidentiality Agreement (K-12 Certificated Teachers only)

You have reviewed the Mandated
Employee Notifications
for the 2019-2020 school year.

**Please remember to sign and return the forms listed on the previous
slide, to your site Administrator.**