



# SAN MIGUEL JOINT UNION SCHOOL DISTRICT

## EMPLOYEE ACKNOWLEDGEMENT FORM

### 2016-17

My signature indicates that I have read and agree to follow all of the Annual Employee Notification forms provided by the district for the school year as follows:

- Employee Emergency Information (employees renew **annually**)
- Disaster Service Workers Information
- Drug, Alcohol, and Tobacco-Free Workplace (*New Hires must sign form*)
- Employee Injury Information
- Drug, Alcohol and Tobacco-Free Workplace Policies (BP 4020)
- Prohibited Internet Use Policy (*New Hires must sign form*)
- Employee Use of Technology Policies (BP/AR 4040)
- Employee Security Policies (BP/AR 4158, 4258, 4358)
- Uniform Complaint Procedures/Policies (BP/AR 1312.3)
- Williams Uniform Complaint Procedures (AR 1312.4)
- Complaints Concerning Discrimination in Employment Policy (AR 4031)
- Sexual Harassment Policies – Employees (BP/AR 4119.11, 4219.11, 4319.11)  
     Employees have the right to be free from sexual abuse in the workplace. Sexual harassment in employment violates the provisions of the Fair Employment and Housing Act, specifically Government Code section 12940
- Sexual Harassment Policies – Students (BP/AR 5145.7)
- Child Abuse and Mandated Reporter Information (*New Hires must complete training and submit certificate if hired after the beginning of the year. All staff will be provided training in August.*)  
     <http://mandatedreporter.ca.com/training/educators.htm>
- Management Plan for Asbestos
- Bloodborne Pathogens Information
- Annual Notice to Parents available on the website under schools – contains pesticide information

*Please be sure and refer to your staff handbook which is being updated at this time for procedures such as substitute procedures. Other useful policies you may want to check are:*

- **BP/AR 5145.7**                      **Sexual Harassment (students)**
- **BP 5131.2**                        **Bullying**
- **BP 5030**                            **Student Wellness**
- **BP/AR 5121**                        **Grades/Evaluation of Student Achievement**
- **BP/AR 6163.4**                      **Student Use of Technology**

Forms are located at <http://www.sanmiguelsschools.org/human-resources.html> or contact your site secretary.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Site

\_\_\_\_\_  
Print Name

#### NONDISCRIMINATION STATEMENT

The San Miguel Joint Union School District (SMJUSD) is committed to ensuring equal, fair, and meaningful access to employment and education services. SMJUSD does not discriminate in any employment practice, education program, or educational activity on the basis and/or association with a person or group with one or more of these actual or perceived characteristics of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, marital status, medical condition, national origin, political affiliation, pregnancy and related conditions, race, religion, retaliation, sex (including sexual harassment), sexual orientation, Vietnam Era Veterans' status, or any other basis prohibited by California state and federal nondiscrimination law respectively. Not all bases of discrimination will apply to both education services and employment. Inquiries regarding nondiscrimination and civil rights should be directed to the Superintendent.