

# Davis Joint USD

## Board Policy

### Employee Notifications

BP 4112.9 4212.9, 4312.9

#### Personnel

The Governing Board ~~of Education~~ 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~~ 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 personnel  
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  
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 DAVIS JOINT UNIFIED SCHOOL DISTRICT  
adopted: November 21, 2013 Davis, California  
revised: