

OFFICE OF THE SOLANO COUNTY SUPERINTENDENT OF SCHOOLS

Series 4000 – PERSONNEL

Policy 4112.9

Employee Notifications

The Solano County Office of Education (SCOE) shall provide employees with the following notifications and shall obtain signed acknowledgments that the notifications were received when so required by law or by SCOE policy or regulations.

Acknowledgments Required by Law

1. Legal obligation to report known or suspected instances of child abuse
2. Oath or affirmation of allegiance required of public employees
3. Hepatitis B vaccine declination
4. SCOE's school bus driver drug and alcohol testing policy, regulations, and related information
5. Notice of release from position requiring an administrative or supervisory credential
6. The classified employee's class specification, salary data, assignment or work location, duty hours and prescribed workweek
7. Information about certificated employee membership in the State Teachers' Retirement System

Acknowledgments Not Required by Law

1. SCOE's drug- and alcohol-free workplace
2. SCOE's nonsmoking policy
3. Prohibition of sexual harassment
4. The certificated employee's employment status and salary
5. State disability insurance rights and benefits
6. Certificated employee evaluations
7. Requirements and information pertinent to emergency teaching or specialist permit applicants
8. Notice of layoff
9. Derogatory information to be placed in personnel file
10. Exhaustion of classified employee's paid leave
11. Notice of charges related to disciplinary action
12. Notice of intention to dismiss
13. Students whose actions could constitute grounds for suspension or expulsion, except for possession or use of tobacco

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

Policy 4112.9 (Continued)

Legal Reference:

EDUCATION CODE (Continued)

- 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

- 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

Policy Cross-Reference:

- 3513.3 Tobacco-Free Schools
- 4020 Drug and Alcohol-Free Workplace
- 4112.3 Oath or Affirmation
- 4112.42 Drug and Alcohol Testing for School Bus Drivers
- 4112.6 Personnel Files
- 4115 Evaluation/Supervision
- 4118 Dismissal/Suspension/Disciplinary Action
- 4119.11 Sexual Harassment
- 4119.42 Exposure Control Plan for Bloodborne Pathogens
- 4154 Health and Welfare Benefits
- 4158 Employee Security
- 4212 Appointment and Conditions of Employment
- 4217.3 Layoff/Rehire
- 4261.1 Personal Illness and Injury Leave
- 4261.11 Industrial Accident/Illness Leave
- 4313.2 Demotion/Reclassification
- 5141.4 Child Abuse Prevention and Reporting