



Lisette Estrella-Henderson, Superintendent of Schools
5100 Business Center Drive, Fairfield, CA 94534-1658
707.399.4400 ★ www.solanocoe.net

Annual Notifications Checklist and Acknowledgement Form 2023-2024

Please sign and return this form to the Human Resources Department **by August 31** of the current school year as verification you have reviewed the information below. Email: humanresources@solanocoe.net.

Items for you to review are available on the Solano County Office of Education (SCOE) website www.solanocoe.net.

Policies:

- Child and Dependent Adult Abuse Reporting Policy #5141.4
- Acceptable Use Agreement of Electronic Information Resources by Staff Policy #4040.1
- Employee Use of Electronic Information Resources Policy #4040
- Drug and Alcohol-Free Workplace Policy #4020
- Dressing and Grooming: Employee Standards (Professional Appearance) Policy #4119.22
- Complaints Policy #4144
- Work-Related Injuries Policy #4157.1
- Leaves Policy #4161
- Nondiscrimination in Employment Policy #4030
- Sexual Harassment Policy #4119.11
- Uniform Complaint Procedures Notification Policy #1312.3
- Visitors/Outsider Policy #1250
- Sponsored Social Media Policy #1114
- Tobacco-Free Schools/Workplace Policy #3513.3

Other Documents:

- Employee Handbook (all employees)
- Drugs and Alcohol in the Workplace

Employee Acknowledgement:

The information listed above and on the SCOE website outlines important information about the Solano County Office of Education; I understand that I should consult the Human Resources department regarding any questions I may have. Since the information referred to on this page is subject to change, I acknowledge that revisions to the policies may occur. All such changes will be posted to the website and will be communicated to all employees.

I have reviewed all of the information listed above on the date below and understand that it is my responsibility to comply with the policies and any revisions made to them.

Printed Name _____

Signature _____ Date _____