

**ALL PERSONNEL**

**Employee Notifications**

The San Joaquin County Office of Education (SJCOE) shall provide employees with the following notifications and shall obtain signed acknowledgments that the notifications were received when so required by law or by SJCOE 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. The 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. SJCOE's drug- and alcohol-free workplace
2. SJCOE's nonsmoking policy
3. Prohibition of sexual harassment
4. The employee's employment status and salary
5. State disability insurance rights and benefits
6. Employee evaluations
7. Notice of layoff

8. Derogatory information to be placed in personnel file
9. Exhaustion of classified employee's paid leave
10. Notice of charges related to disciplinary action
11. Notice of intention to dismiss

- cf:
- 3513.3 Tobacco-Free Schools/Smoking
  - 4020 Drug and Alcohol-Free Workplace
  - 4112.1 Employment Contracts and Agreements
  - 4112.3 Oath or Affirmation
  - 4112.42 Drug and Alcohol Testing for School Bus Drivers
  - 4112.6/4212.6/4312.6 Employee Records
  - 4115 Performance Appraisal
  - 4117.3 Personnel Reduction
  - 4118 Disciplinary Action
  - 4119.11 Sexual Harassment
  - 4119.42 Exposure Control Plan for Bloodborne Pathogens
  - 4154 Health and Welfare
  - 4158 Employee Security
  - 4218 Dismissal/Suspension/Disciplinary Action
  - 4261.1 Personal Illness and Injury/Long-Term Health Leave
  - 4261.11 Industrial Accident and Illness Leave
  - 4315 Performance Appraisal
  - 5141.4 Child Abuse and Neglect (Reporting Procedures)

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
- 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

(02/95)