

All Personnel

BP 4112.9(a)

4212.9

EMPLOYEE NOTIFICATIONS

4312.9

The Governing Board 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 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

Legal Reference continued: (see next page)

EMPLOYEE NOTIFICATIONS (continued)

Legal Reference continued:

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*

Labor Code Continued: (Next Page)

BP 4112.9(c)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

Labor Code Continued:

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

All Personnel

E 4112.9(a)

4212.9

EMPLOYEE NOTIFICATIONS

4312.9

Education or When/Whom to Notify	Board Policy/ Other Legal Code	Administrative Regulation #	Subject
I. To All Employees			
At the beginning of school year or upon employment Code 12950	Education Code 231.5; Government 4319.11	AR 4119.11 4219.11	The district's policy on sexual harassment, legal remedies, complaints
Annually,, and 72 hours before pesticide application	Education Code 17612	AR 3514.2	Use of pesticide product, active ingredients, Internet address to access information
Prior to implementing year-round schedule	Education Code 37616	BP 6117	Public hearing on year-round program
Prior to implementing alternative schedule	Education Code 46162	BP 6112	Public hearing on alternative schedule in secondary grades
Annually 49013; 5 CCR 4622	Education Code BP 0460 BP 3260	AR 1312.3	Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control
Annually 490639.5; 51225.1	Education Code AR 6173.1 AR 6173.3	AR 6173	Transfer of coursework and credits for foster youth, students experiencing homelessness former juvenile court school students, children of military family, migrant students, and students participating in a newcomer program
Annually 49414	Education Code	AR 5141.21	Request for volunteers to be trained to administer epinephrine auto-injectors
At least once per year 49414.3	Education Code	AR 5141.21	Request for volunteers to be trained to administer opioid antagonist
When a parent/guardian requests for district designation of volunteers is received for training on emergency use of anti-seizure medication for a student diagnosed with seizures	Education Code 49468.2	AR 5141.21	Request for volunteers to be trained in recognition and response to seizures, including administration of emergency anti-seizure medication, description of training right to rescind offer to volunteer, prohibition against retaliation.

E 4112.9(b)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

Education or When/Whom to Notify	Board Policy/ Other Legal Code	Administrative Regulation #	Subject
I. To All Employees (continued) To all employees 1126	Government Code	BP 4136 4236 4336	Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal
To all employees 8355; 41 USC 8102; 34 CFR 84.205, 84.210	Government Code BP	BP 4020 4159 4259 4359	District's drug- and alcohol-free workplace; actions to be taken if violated; available employee assistance programs
Upon employment	Government Code 21029	None	Right to purchase PERS service credit for military service performed prior to public employment
Upon placement of automated external defibrillator (AED) in school, and annually thereafter	Health and Safety Code 1797.196	AR 5141	Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan
If the district receives Tobacco-Use Prevention Education funds	Health and Safety Code 104420	AR 3513.3	District's tobacco-free schools policy and enforcement procedures
Annually, or more frequently if there is new information	Health and Safety Code 120875, 120880	BP 4119.43 4219.43 4319.43	AIDS and hepatitis B, including methods to prevent exposure
To new employees upon hire and other employees upon request, in districts with 25 or more employees	Labor Code 230.1	AR 4161.2 4261.2 4361.2	Rights pursuant to Labor Code 230-230 I pertaining to leaves and accommodations for victims of crime or abuse
With each paycheck	Labor Code 246 AR	AR 4161.1 4361.1 4261.1	Amount of sick leave available
Upon hire, in employee handbook, and upon request for parental leave	Labor Code 1034	BP 4033	The district's policy on lactation accommodation

E 4112.9(c)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

I. To All Employees (continued)

Education or When/Whom to Notify	Board Policy/ Other Legal	Administrative	Subject
To covered employees and former employees	Labor Code 2800.2	AR 4154 4254 4354	Availability of COBRA/ Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage
To employees participating in a flexible spending account	Labor Code 2810.7	None	Deadline to withdraw funds from account before the end of the plan year
To every new employee, either at the time employee is hired or by end of first pay period	Labor Code 3551	AR 4157.1 4257.1 4357.1	Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor
Within one day of receiving notice of potential exposure to COVID-19, to employees who were on the premises during the infectious period, the exclusive representative, and the employer of subcontracted employees as applicable	Labor Code 6409.6	AR4157 4257 4357	Potential exposure to COVID-19; benefits to which employees may be entitled; available leave options; protection against discrimination and retaliation; district's disinfection and safety plan
Prior to beginning employment 11165.7, 11166.5	Penal Code	AR 5141.4	Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law
Upon employment, and when employee goes on leave for specified reasons	Unemployment Insurance Code 2613	AR 4154 4254 4354	Disability insurance rights and benefits

E 4112.9(d)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

I. To All Employees (continued)

Education or When/Whom to Notify	Board Policy/ Other Legal Code	Administrative Regulation #	Subject
To principal, counselor who directly supervises or reports on student's behavior or progress, and teacher and other administrators who directly supervise or report on student's behavior or progress when principal believes needs the information for the protection of self or others when working with student, when Superintendent or designee receives written notification that minor student has committed a felony or misdemeanor involving specified offenses	Welfare and Institutions Code 827	AR 4158 4258 4358	Limited exception to juvenile court record confidentiality to ensure rehabilitation of juvenile criminal offenders and protect students and staff
To all employees and job applicants	2 CCR 11023; 34 CFR 104.8, 106.9	BP 0410 AR 4030	District's policy on nondiscrimination and related complaint procedures
To all employees via employee handbook, or to each new employee	2 CCR 11091, 11095; 29 CFR 825.300	AR 4161.8 4261.8 4361.8 Act(CFRA); obligation	Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act(CFRA); obligation to provide 30 days' notice of need for leave when possible
To all employees	8 CCR3203	AR 4157 AR 4257 AR 4357	The right and procedure to access the injury and illness prevention program
To all employees working with Homeless families	42 USC 11432	AR 6173	Duties of district liaison for homeless students
To all employees	34 CFR 106.8	AR 4119.11 AR 4219.11 AR 4319.11	Nondiscrimination on the basis of sex; contact information for district's Title IX Coordinator; referral of inquiries to Title IX Coordinator and/or Office for Civil Rights
Annually 763.93	40 CFR 763.84,	AR 3514	Availability of asbestos management plan; inspections, response actions, post-response actions planned or in progress

E 4112.9(e)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

I. To All Employees (continued)

Education or When/Whom to Notify	Board Policy/ Other Legal	Administrative	Subject
Prior to the beginning of the school year or upon employment	20 USD 2354: 34 CFR 100 Appendix B, 104.8	AR 6178	All career and technical opportunities are offered without regard to race, color, national origin, sex, or disability in accordance with 34 CFR 100

II. To Certificated Employees

Education or When/Whom to Notify	Board Policy/ Other Legal Code	Administrative Regulation #	Subject
To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire	Education Code 22455.5	AR 4121	Criteria for membership in retirement system; right to elect membership at any time
Upon employment of a retired certificated individual	Education Code 22461	AR 4117.14 4317.14	Postretirement earnings limitation or employment restriction; monthly report of compensation
To certificated employees 35171	Education Code BP	AR 4115 4315	District regulations related to performance evaluations
30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated	Education Code 44663	AR 4115	Copy of employee's evaluation
To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee	Education Code 44664	AR 4115	Notice and description of the unsatisfactory performance
By May 30, if district issues reemployment notices to certificated employees	Education Code 44842	AR 4112.1	Request that the employee notify district of intent to remain in service next year

E 4112.9(f)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

II. To Certificated Employees (continued)

Education or When/Whom to Notify	Board Policy/ Other Legal Code	Administrative Regulation #	Subject
To probationary and temporary certificated employees upon employment, and every July thereafter	Education Code 44916	AR4112.1 AR 4121	Employment status and salary
To probationary employee, by March 15 44948.5	Education Code 44929.21, 44929.23, 44948.5	BP 4116 year	Whether or not employee is reelected for next school
When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year	Education Code 44934, 44934.1, 44936	BP 4118 AR 4118	Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice
To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/ dismissal notice	Education Code 44938	BP 4118	Notice of deficiency and opportunity to correct
To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year	Education Code 44938	BP 4118	Notice of deficiency and opportunity to correct
To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings	Education Code 44940.5	AR 4118	Notice of intent to dismiss 30 days from notice unless employee demands hearing
To probationary employees 30 days prior to dismissal during school year, but not later than March 15 for second-year probationary employees	Education Code 44948.3	AR 4118	Reasons for dismissal and opportunity to appeal
By March 15 when necessary to reduce certificated personnel, with final notice by May 15	Education Code 44949, 44955	BP 4117.3	Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination

E 4112.9(g)
 4212.9
 4312.9

EMPLOYEE NOTIFICATIONS (continued)

II. To Certificated Employees (continued)

Education or When/Whom to Notify	Board Policy/ Other Legal Code	Administrative Regulation #	Subject
Before the end of the school year to temporary employee who served 75 percent of school year but will be released	Education Code 44954	BP 4121	District's decision not to reelect employee for following school year
During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to any permanent or probationary certificated employee, including an employee holding a position that requires administrative or supervisory credential, whose services are terminated	Education Code 44955.5	BP 4117.3	Decrease in the number of permanent employees in accordance with a schedule of notice and hearing adopted by the Board
To teacher, when a student engages in or is reasonably suspected of specified acts	Education Code 49079	AR 4158 4258 4358	Student has committed specified act that constitutes ground for suspension or expulsion
To teacher of a student who is suspended or expelled, when Superintendent or designee receives transfer student's record regarding acts that resulted in suspension or expulsion	Education Code 48201	AR 4158 4258 4358	Student has committed specified act that constitutes grounds for suspension or expulsion
To certificated employee upon change in employment status due to alleged misconduct or while allegation is pending	5 CCR 80303	AR 4117.7 4317.7	Contents of state regulation re: report to Commission on Teacher Credentialing

E 4112.9(h)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

III. To Classified Employees

Education or When/Whom to Notify	Board Policy/ Other Legal Code	Administrative Regulation #	Subject
When classified employee is subject to disciplinary action for cause, in nonmerit district	Education Code 45113	AR 4218	Notice of charges, right to hearing, timeline for requesting hearing
By March 15, when laid off due to lack of work or lack of funds, with final notice by May 15	Education Code 45117	AR 4217.3	Notice of layoff, displacement and reemployment rights, right to hearing; final notice of Board decision regarding termination
During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to classified employees who are laid off due to lack of work or lack of funds	Education Code 45117	AR 4217.3	District Statement of Reduction in Force to affected employees in accordance with a schedule of notice and hearing adopted by the Board
At least 60 days prior to layoff, or by April 29 for specially funded program that expires at end of school year	Education Code 45117	AR 4217.3	Notice of layoff and reemployment rights
Upon employment and upon each change in classification	Education Code 45169	AR 4212	Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek
To permanent employee whose leave is exhausted	Education Code 45192, 45195	AR 4261.1 AR 4261.11	Exhaustion of leave, opportunity to request additional leave
To school bus drivers and school activity bus drivers prior to expiration of specified documents	13 CCR 1234	AR 3542	Expiration date of driver's license, driver's certificate and medical certificate; need to renew
To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter	13 CCR 2480	AR 3542	Limitations on vehicle idling; consequences of not complying

E 4112.9(h)
 4212.9
 4312.9

EMPLOYEE NOTIFICATIONS (continued)

III. To Classified Employees (continued)

Education or When/Whom to Notify	Board Policy/ Other Legal Code	Administrative Regulation #	Subject
To school bus drivers, prior to district drug testing program and thereafter upon employment	49 CFR 382.113, 382.601	AR 4112.42 4212.42 4312.42	Explanation of federal requirements for drug testing program and district's policy
To school bus drivers, prior to operating school bus	49 CFR 382.303 4312.42	AR 4112.42 4212.42	Post-accident information, procedures, and instructions

IV. To Administrative/Supervisory Personnel

To superintendent, deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract	Education Code 35031	BP 2121 BP 4312.1	Decision not to reelect or reemploy upon expiration of contract or term
Upon request by administrative or supervisory employee transferred to teaching position	Education Code 44896	AR 4313.2	Statement of the reasons for the release or reassignment
By March 15 to employee who may be released/reassigned the following school year	Education Code 44951	AR 4313.2	Notice that employee may be released or reassigned the following school year

V. To Individual Employees Under Special Circumstances

In the event of a breach of security of district records, to affected employees	Civil Code 1798.29	BP 3580	Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies
Prior to placing derogatory information in personnel file	Education Code 44031 4312.6	AR 4112.6 4212.6	Notice of derogatory information, opportunity to review and comment
To employees who volunteer to administer epinephrine auto-injector	Education Code 49414	AR 5141.21	Defense and indemnification from civil liability by the district

E 4112.9(i)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

V. To Individual Employees Under Special Circumstances (continued)

Education or When/Whom to Notify	Board Policy/ Other Legal Code	Administrative Regulation #	Subject
To district police officer, within 30 days of decision to impose discipline	Government Code 3304	AR 3515.3	Decision to impose discipline, including the date that discipline will be imposed
To employees returning from military leave of absence, within 30 days of return	Government Code 20997	AR 4161.5 4261.5 4361.5	Right to receive PERS service credit for military service; application form
24 hours before Board meets in closed session to hear complaints or charges against employee	Government Code 54957	BB 9321	Employee's right to have complaints/charges heard in open session
When taking disciplinary action against employee for disclosure of confidential information	Government Code 54963	BP 4119.23 4219.23 4319.23	Law prohibiting disclosure of confidential information obtained in closed session
When document identifying Employee who is a victim of domestic violence is disclosed	Labor Code 230	AR 4158 4258 4358	Accommodations and leave for victims of domestic violence
Within one working day of work-related injury or victimization of crime	Labor Code 3553, 5401	AR 4157.1 4257.1 4357.1	Potential eligibility for workers' compensation benefits, claim form
When adverse employment action is based on DOJ criminal history information or subsequent arrest notification	Penal Code 11105, 11105.2	AR 4112.5 4212.5 4312.5	Copy of DOJ notification
To any employee with exposure to blood or other potentially infectious materials, upon initial employment and at least annually thereafter	8 CCR 3204	AR 4119.42 4219.42 4319.42	The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records
To any employee assigned to a work area where hazardous chemicals are present, within 15 working days after receiving a monitoring result related to an employee exposure determination	8CCR 5191	AR 3514.1	Location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, and location of reference material

E 4112.9(j)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

V. To Individual Employees Under Special Circumstances (continued)

Education or When/Whom to Notify	Board Policy/ Other Legal Code	Administrative Regulation #	Subject
To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area	8 CCR 5194	AR 3514.1	Any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights
To employee eligible for military leave	38 USC 4334	AR 4161.5 4261.5 4361.5	Notice of rights, benefits, and obligations under military leave
Within five days of employee's request for FMLA leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave	29 CFR 825.300; 2 CCR 11049, 11091	AR 4161.8 4261.8 4361.8	Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice
Whenever notice of eligibility for FMLA is provided to employee	29 CFR 825.300	AR 4161.8 4261.8 4361.8	Rights and responsibilities re: use of FMLA; consequences of failure to meet obligations
To all employees working with families experiencing homelessness	Education Code 48851.3 42 USC 11432	AR 6173	Duties of district liaison for homeless students and availability of training and services

Exhibit
approved: October 15, 2012
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revised: September 29, 2020
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revised: November 14, 2023

VISALIA UNIFIED SCHOOL DISTRICT
Visalia, California