

Mandated Training and Annual Notifications

Natomas Unified School District



Smarter Solutions. Safer Schools.

INTRODUCTION

Natomas Unified School District is fully committed to the health and safety of all faculty, staff, students and visitors. The district believes that occupant safety and a healthy environment are important factors in the functioning of the total educational program, making the district schools a better place to learn and work, creating positive relationships with the district customers and stakeholders, and preparing students to be responsible citizens and to work safely in the community.

As part of the district's ongoing program to meet this safety commitment, comply with regulatory requirements, and contain health care costs, all employees must complete certain safety training, when they first start working for the district and periodically thereafter. The courses are available through the PublicSchoolWORKS online staff training system. Employees are assigned mandatory courses that must be completed in the PublicSchoolWORKS portal.

The PublicSchoolWORKS staff training system is available to employees beginning July 1, 2023. Those employees with a district email address will receive an email notice regarding the training on July 1. For convenience, the email will contain an Internet link to start training.

The PublicSchoolWORKS system will track employee training and automatically notify those who haven't completed the courses. Also, the Human Resources office will receive a report that will show those employees who have not completed the training.

ONLINE TRAINING PROCEDURES

1. Go to our district website (<http://www.natomasunified.org>).
2. Then click on the "Staff" heading
3. Under Employee Resources, click on "Mandated Trainings". From there, use the link to the PublicSchoolWORKS portal on the top of that page.
4. Enter your user name and password following the directions shown on the login screen.
5. You will be brought to a screen titled: "Your Login Info." If you do not see the "Your Login Info" screen, follow the directions on the "Login Help" screen. If there is any inaccurate information, please contact hr@natomasunified.org.
6. You will be brought to a screen titled: "Your Course List." This screen shows you all the courses in which you have been enrolled. If there are no courses shown, then you are not currently required to complete any training. For further information about this screen, click on the "Help" button.
7. For each course shown, click on "Start."

After you successfully complete each course and test, the course will be removed from your course list. If you fail a test, you can retake the test until you obtain a passing grade. **Your failures will not be shown on your transcript.**