

Routing: All Employees	SITE OPERATIONS BULLETIN School Year 2023-2024	BULLETIN NUMBER: 6 DATE: September 8, 2023 DUE DATE: Various
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Title: ANNUAL EMPLOYEE NOTIFICATIONS

Issuing Department: Human Resources Services Division

Reference: See Background Section of the Circular

Summary: All District Supervisors, Managers, Associate Principals, Principals, Directors & Senior Directors **must distribute the attached employee memo**, and provide access to technology and time during the workday to review these training topics and/ or policies.

Brief Explanation:

All Supervisors, Managers, Site Administrators, Directors and Senior Directors are required to ensure all employees complete the online training and/or policy review online. Employees must be provided access to technology and time during the workday to review these training topics and/or policies.

Employees will be assigned the training and/or policy review via their district email. Managers no longer need to enter data into the PeopleSoft module, as in previous years.

All District Supervisors, Managers, Site Administrators, Directors and Senior Directors should take the following steps:

1. Ensure all of your employees have activated their sandi.net email address. Employees can review the process using the “Self Help” section of the [IT website](#) to obtain their district email address.
2. Inform all of your employees to expect and email from **San Diego Unified School District, Subject: SafeSchools Online Training**. The email will provide login instructions and the link to the training and/or policy review.
 - a. The training and/or policy review can be completed all at once or in small sessions.
 - b. The employee will receive email reminders until they have completed the training and/or policy review.
 - c. Employees may present the certificate if you request it at the site or department level. **Do not send the certificates to the HR office**, we will be monitoring completion electronically and do not need the paper documentation.
3. **Distribute the attached memo to all employees.**

Additional Resources:

- SafeSchools [Job Aid](#)
- **SafeSchools website:** <https://sandiegounified-ca.safeschools.com/>

For general questions, contact your assigned Human Resource Services Officer, [HR Services & Contact List](#)

APPROVED:

Kristine Morshead

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Senior Executive Director, Human Resources

Attachment: [Annual Employee Notification Memo to Employees 2023-2024](#)