

AR4112.9 Employee Notifications
Personnel

Status: ADOPTED
October 20, 2015

The Modoc County Office of Education shall provide employees with the following notifications and shall obtain signed acknowledgments that the notifications were received when so required by law or by County Office 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. Notice of release from position requiring an administrative or supervisory credential
5. The classified employee's class specification, salary data, assignment or work location, duty hours
6. Information about certificated employee membership in the State Teachers' Retirement System
7. Employer provided medical insurance plan options

Acknowledgments Not Required by Law

1. The County Office's drug- and alcohol-free workplace
2. The County Office's nonsmoking policy
3. Prohibition of sexual harassment
4. The certificated employee's employment status and salary
5. State disability insurance rights and benefits
6. Certificated employee evaluations
7. Requirements and information pertinent to emergency teaching or specialist permit applicants
8. Notice of layoff
9. Derogatory information to be placed in personnel file
10. Exhaustion of classified employee's paid leave
11. Notice of charges related to disciplinary action
12. Notice of intention to dismiss

13. Students whose actions could constitute grounds for suspension or expulsion, except for possession or use of tobacco

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

44940.5-44941 Notification of suspension and intent to dismiss

45113 Notification of charges

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